



BOROUGHBRIDGE TOWN COUNCIL

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Liz Leatherbarrow
Clerk

Tuesday 29th April 2025

To: **The Town Mayor and Members of Boroughbridge Town Council**

Dear Councillors:

I hereby summon you to the following meeting of **BOROUGHBRIDGE TOWN COUNCIL** to be held at the **Council Offices**.

FULL COUNCIL MEETING

Tuesday 6th May at 6.30 pm.

Please see the agenda for the meeting below:

Notes:

- 1. Members are reminded of the need to consider whether they have any pecuniary or non-pecuniary interest to declare on any of the items on this agenda and, if so, of the need to explain the reason(s) why. Queries should be addressed to the Monitoring Officer Ms Jennifer Norton 01423 556036.*
 - 2. Members of the public are allowed to observe Council Meetings or speak for up to 3 minutes at Agenda Item 4. Any requests to do this should be advised at least 24 hours in advance of the Council Meeting to the Town Clerk who will make the required arrangements.*
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FULL COUNCIL MEETING AGENDA – Tuesday 6th May 2025

- 1. Apologies for absence**
- 2. Declarations of interest in items on the agenda**
- 3. Election of Town Mayor and Chairman for 2025 - 26**
- 4. Removal of Chains**
 - 4.1 Investiture of the Mayor of Boroughbridge**
 - 4.2 Declaration of Acceptance of office**
- 5. Election of Deputy Town Mayor.**
- 6. Presentation of gifts and offering of thanks.**
- 7. Signing of the Declarations of Acceptance of Office Forms.**

The new Mayor will then Chair the rest of the meeting.

8. Approval of previous Meeting Minutes.

- 3.1 Full Council Meeting Minutes Tuesday 1st April 2025.
- 3.2 Annual Assembly Minutes Tuesday 1st April 2025
- 3.2 Planning Committee Meeting Minutes Tuesday 1st April 2025.

9. Public questions/statements and requests to speak at Agenda item 4 received prior to the meeting. None received.

10. Annual Meeting business per the Standing orders of BTC

10.1 Review of the Terms of Reference for Committees.

10.2. Circulation to all Councillors of the invitation to stay on/join the existing Committees.

10.3. Ratification of appointment of members to existing Committees.

10.4. The establishment of any new Committees.

10.5. Review and adopt the existing Standing Orders and Council Policies including Financial Regulations and HR Policies.

10.6 Review the Asset Register.

10.7. Review arrangements for insurance cover in respect of all insurable risks.

10.8 Review of Complaints Procedure

10.9 Review of Council's employment policies and procedures.

10.10 Review of the Council's and/or staff subscriptions to other bodies.

10.11 Agree the time and place of Full Council Meetings up to and including the next Annual Meeting.

11. Finance.

11.1 To agree the end April 2025 Finance Statement, Bank Reconciliation, and ratify receipts to end of April 2025. (PRECEPT 1 Received.)

11.2 The Annual Governance Statement 2024/25

11.3 Agree the AGAR 2024-2025 Public Rights Period will be starting from Monday 3rd June – Friday 12th July 2024.

11.4 The Internal Audit Report 2024/25

12. External Stakeholder and Working Group Reports

12.1 District Councillor's report from District Councillor Robert Windass

12.2 Finance and Assets Committee Report, including replacement of lights in offices, 1, Hall Square, Installation of a new Fire Alarm system in Hall Square, fees for land registry application.

12.3 Cemeteries Committee Report

12.4 HR Committee Report

12.5 Environment, Climate Change and Sustainability Committee Report

12.6 Planning Committee Report

13. Matters arising from previous minutes

13.1 Bridge Lighting

13.2 Progress report on Recreation Ground improvements

- 13.3 Community Hall/building in Boroughbridge
- 13.4 Minskip report
- 13.5 Sports Village
- 13.6 Mill Lane
- 13.7 Wagon Wheel on the Crown Hotel
- 13.8 The Roman Museum in Aldborough
- 13.9 Commuted Sums
- 13.10 Toilet Block repairs
- 13.11 Town Battle boards

14. Additional correspondence received since the last Full Council Meeting.

- 14.1 Letter from Easthams Solicitors Limited, Continental House, Blackpool, RE: [PCR:91109.001
...Accident Date: 07/01/2022

15. Invitations received for the Mayor, and/or events to attend in May

- 15.1 Invitation to the Annual Meeting of Ripon City Council & the Election of the Right Worshipful The Mayor, and invitation to the Mayor's Installation. 7th May 2025. Invitation to Speech Day 2025 at Queen Ethelburga's School, Saturday 17th May.

Golden Wedding Service to be held at Ripon Cathedral on Sunday 8th June at 3.30pm.

16. Information Exchange

17.1 Confirm the time and date and venue of the next Full Council Meeting.

Tuesday 3rd May 2025 at 6.30pm.

Following the Openness of Local Government Bodies Regulations 2014, the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established, but anyone wishing to do so, should advise the Clerk or Chair of the Council, to ensure compliance with BTC's adopted policy to manage this activity effectively and lawfully.