

HAXBY TOWN COUNCIL

The Memorial Hall, The Village, Haxby YO32 3HT

Minutes of the Annual Meeting of Haxby Town Council held on Monday 15th May 2023 at 7.30pm in the Oaken Grove Youth and Community Centre, Haxby.

Present: Cllr. R. Pearson - Chairman
Cllr. G. Cockburn
Cllr. I. Craven
Cllr. I. Cuthbertson
Cllr. A. Fisher
Cllr. C. Hogg
Cllr. E. Pearson
Cllr. T. Richardson
Cllr. I. Thompson

Also present: Anne Wilson – Locum Town Clerk
3 members of the public

HTC1/2023 Apologies for absence

RESOLVED to note that Members are asked to receive apologies of absence for this meeting from:

- Cllr. A. Hollyer – Personal Commitment

HTC2/ 2023 Election of a Chairman

RESOLVED to elect Cllr. Ruth Pearson Chairman of Haxby Town Council for the ensuing municipal year.

The Chairman signed their Declaration of Acceptance of Office

HTC3/2023 Chairman's Welcome

The Chairman welcomed Councillors and residents to the meeting and thanked those who nominated her and acknowledged the hard work of the outgoing Councillors.

HTC4/2023 Election of Vice-Chairman

RESOLVED to elect Cllr. Grant Cockburn as Vice-Chairman of Haxby Town Council for the ensuing municipal year.

The Vice-Chairman signed their Declaration of Acceptance of Office

HTC5/2023 Declarations of Interest.

RESOLVED to note that there were no declarations of interest under consideration on this agenda in accordance with The Local Government Act 2000 Part III and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

HTC6/2023 Public Question Time and Participation

An ex-Councillor raised concerns about the management of the Haxby United Charity and stated that he had e mails from the Charity Commission stating that the Town Council were not the administrators of the charity and that they should hand all the paperwork over to the Trustees. The ex-Councillor was reminded that in e mail correspondence that evidence had been asked for and all Trustees would have to agree to any changes to the way it was managed. The Town Council had also been in touch with the charity commission and legal advice had been taken during the tenure of the previous Clerk on this matter and it appeared that the Town Council was the corporate Trustee. Councillors had a three-year term of office on the committee and the ex-Councillor, now no longer a Councillor anyhow, had outstayed the three years. The Locum Clerk asked that e mail correspondence that the ex-Councillor had was forwarded to her for scrutiny before a way forward be agreed.

An ex-Councillor asked about the picnic benches on Ashwood Glade Open Space and when they were going to be-reinstated. The Chairman stated that she was dealing with this matter.

HTC7/2023 Council Committees

Members noted that a committee should not be made up of the whole Council.

a) Committees for 2023/2024

RESOLVED that the Committee membership be made up as follows, noting that there were four vacancies on the Council where places on committees would be needed.

i) Planning Committee

- Cllr. Craven
- Cllr. Fisher
- Cllr. E. Pearson
- Cllr. R. Pearson
- Cllr. T. Richardson

ii) Amenities Committee

- Cllr. Cockburn
- Cllr. Hogg
- Cllr. Hollyer
- Cllr. E. Pearson
- Cllr. R. Pearson
- Cllr. Richardson

iii) Cemetery Committee

- Cllr. Fisher
- Cllr. Hogg
- Cllr. R. Pearson
- Cllr. T. Richardson

iv) Carnival Committee

RESOLVED to rename the Carnival Committee as the Events Committee.

- Cllr. A. Hollyer
- Cllr. E. Pearson
- Cllr. R. Pearson

All Town Councillors are expected as part of their role to be road marshals at Town Events.

v) Christmas Committee

This now part of the Events Committee above

vi) Ethel Ward Playing Field

RESOLVED that this remains a sub-Committee of the Amenities Committee, noting the significant amount of work proposed at the playing field and the pavilion and the expected spend levels.

As a result of the decision to nominate Members to the Committee if required

vii) Budget and Oversight Committee

RESOLVED that the Budget and Oversight Committee, as there are no evidential terms of reference for this committee and upon reviewing the minutes of the previous year all matters discussed are already in the terms of reference of other Council Committees, be disbanded.

viii) Finance

RESOLVED that a new Committee be set up to be known as the Finance and Administration Committee to monitor the finance of the Town Council with all finance paperwork going to full council for approval, to undertake a regular review of council investments and banking, to make recommendations on fees and charges in relation to sports facilities, cemetery fees etc, to make recommendations on any grants given out and to co-ordinate requests for the budget from committees and make a recommendation to full council for the adoption of the annual budget and precept.

Membership:

- Cllr. E. Pearson
- Cllr. I. Cuthbertson
- Cllr. A. Hollyer
- Cllr. R. Pearson
- Cllr. I. Thompson

ix) Staffing Committee

RESOLVED that the Staffing Committee be made up of the following Members:

- Cllr. G. Cockburn
- Cllr. C. Hogg
- Cllr. T. Fisher
- Cllr. E. Pearson
- Cllr. R. Pearson
- Cllr. I. Thompson

The Locum Clerks had suggested the Chairman of each Committee could form this committee to enable all other Councillors to then be available, if required, to sit on grievance, disciplinary or appeal panels, but Members did not feel that this was a good idea at this stage.

Members were reminded that the whole Council as a corporate body were the Employer.

b) Terms of Reference

Members were asked to note that at the first meeting of each committee their Terms of Reference will be presented for consideration and a recommendation made to Full Council for adoption. Each Committee has a responsibility to manage their budget and health and safety in their areas of work.

HTC8/2023 Representation on Outside Bodies

RESOLVED that the following Members be nominated as representatives to the following outside bodies:

- Yorkshire Local Council Association – York Branch: Cllr. R. Pearson and the Town Clerk
- Haxby United Charities: three representatives as Trustees (NB The management of the Charity will be returning to the Town Council, as the Corporate Trustee) This would be agreed when the correct information is available
- Neighbourhood Plan Steering Committee: Cllr. I. Cuthbertson and Cllr. T. Fisher
- York Bus Forum: tbc
- Haxby and Wiggington Traders Association: The Locum Clerk was asked to contact the Business Forum and ask them how many representatives they would like
- Haxby and Wiggington Youth & Community Association: Cllr. G. Cockburn and Cllr. I. Craven

HTC9/2023 Co-option of Members

RESOLVED to note that the Town Council can fill the vacancies on the Town Council within 35 days of an election by co-option. Therefore, adverts would be posted immediately this meeting has taken place and an Extra-Ordinary Town Council meeting will be called to co-opt the number of Members required.

HTC10/2023 Calendar of Meetings

RESOLVED that the Members consider and confirmed the frequency of meetings as follows:

- That there would be no Council meetings in August except for Planning
 - i) Full Council will meet monthly except August and December
 - ii) Amenities Committee – quarterly as a minimum but usually bi-monthly if there is business for the committee but one meeting must be in December
 - iii) Finance and Administration Committee meets bi-monthly as a minimum but one meeting must be in December of each year
 - iv) Events Committee as required
 - v) Ethel Ward Playing Field – once a month
 - vi) Staffing Committee – as required by minimum of bi-monthly
 - vii) Haxby and Wiggington Cemetery Committee – as required
 - viii) Planning Committee meetings on a monthly cycle but must have meetings in August and December each year

As a result of the agreements above on the frequency of meetings the Locum Town Clerks will put together a calendar of meetings for the next municipal year to be presented for agreement at the June Full Council meeting.

HTC11/2023 Bank Signatures

RESOLVED were asked to note and were reminded that Town Councillors have a financial responsibility and

- On additional signature on the banking
- That a rota of signatures of financial paperwork for each month be set up – one for payments and one for signing off the salaries.

HTC12/2023 Standing Orders and Financial Regulations

Copies of the existing adopted Standing Orders and Financial Regulations will be circulated to all Members.

Members noted that training will be carried out on these documents to enable discussion on these documents and adoption at the July Full Council meeting.

Members were asked to note that updated templates were available in late 2022 and these will form the basis of the new documents. For information everything in these documents in bold is compulsory.

HTC13/2023 Insurance

Members were asked to note that Haxby Town Council has a Zurich Insurance Policy in place until 2025.

HTC14/2023 Training

Members were asked to note that a training schedule for new and returning Councillors will be set up and will include:

- New Councillor Induction
- Roles and Responsibilities of Town Councillors and the Clerk
- Code of Conduct
- The Council as an Employer
- Finance

It is intended that the training will be carried out by the Locum Town Clerks and local council training providers.

HTC15/2023 Minutes

RESOLVED that Members confirmed the minutes of the meeting of Haxby Town Council held on Monday 20th March 2023.

HTC16/2023 Date of Next Meeting

RESOLVED to note that the next meetings of Haxby Town Council will be held on:

- Monday 5th June 2023 – Planning Committee 6.30 p.m. and Full Council – Co-Option meeting upon the rise of the Planning Committee in the Oaken Grove Community Centre
- Monday 19th June 2023 at 7.30 p.m. in the Oaken Grove Community Centre

Committee Meetings will be notified through the calendar of meetings although it was acknowledged that some Committees needed to be called in the next couple of weeks.

Signed..... Date

Chairman