

MINUTES of the Annual Meeting of Haxby Town Council held on Monday 13 May 2019 in the Memorial Hall, Haxby, at 7.00 pm.

PRESENT

Cllr M Guilford (Chairman)	Cllr M Preston
Cllr M Harrison	Cllr D Rice
Cllr Richardson	Cllr N Wyatt
Cllr R Cousans	Cllr E Samuel
Cllr I Craven	Cllr D Harkess
Mr M W Scott (Clerk)	

In addition PCSO Freya Newton and Haxby and Wigginton Ward Councillor Ian Cuthbertson and were also present.

ELECTION OF CHAIRMAN

1. **RESOLVED that Cllr Mark Guilford serve as Chairman for the year.**

CHAIRMAN'S ACCEPTANCE OF OFFICE

2. Following his election Cllr Guilford signed the 'Declaration of Acceptance of Office'

ELECTION OF VICE CHAIRMAN

3. **RESOLVED that Cllr David Rice serve as Vice Chairman for the year.**

APOLOGIES FOR ABSENCE

4. Cllr S Newton.

COUNCILLORS' ACCEPTANCE OF OFFICE

5. Following the recent Council elections all Councillors then signed individual "Declaration of Acceptance of Office" forms except for Cllr Harkess who would not sign his "Declaration of Acceptance of Office" form and promptly resigned from his role as a Haxby Town Councillor.

Following his resignation Mr Harkess then left the meeting.

ACKNOWLEDGING THOSE COUNCILLORS WHO RECENTLY STOOD DOWN

6. The recent election process resulted in three Haxby Town Councillors deciding not to put their names forward for re-election. The three persons were Douglas Lee, Caroline Mulholland and Mary Crawford. The Council wished to thank the three of them for their contributions over recent years and also added their thanks to Derek Harkess.

ELECTION OF COMMITTEES

7. Planning Committee  
**RESOLVED** that Cllr Harrison, Cllr Rice, Cllr Samuel, Cllr Craven and Cllr Richardson were elected to serve on the Planning Committee.

Amenities Committee  
**RESOLVED** that Cllr Newton, Cllr Preston, Cllr Richardson, Cllr Guilford, Cllr Wyatt and Cllr R Cousins were elected to serve on the Amenities Committee.

Cemetery Committee  
**RESOLVED** that Cllr Rice, Cllr Harrison, Cllr Richardson and Cllr Wyatt were elected to serve on the Cemetery Committee.

Staffing Committee  
**RESOLVED** that Cllr Samuel, Cllr Guilford and Cllr Rice were elected to serve the Staffing Committee

Finance Committee  
**RESOLVED** that Cllr Harrison and Cllr Rice were elected to serve on the Finance Committee.

Carnival Committee  
**RESOLVED** that Cllr Cousins and Cllr Preston were elected to represent the Council on the Carnival Committee.

Ethel Ward Playing Field Committee  
**RESOLVED** that Cllr Richardson and Cllr Preston were elected to represent the Council on the Ethel Ward Playing Field Committee.

EX-OFFICIO RIGHTS

8. The Chairman reminded everyone present that the ex-officio rights of the Chairman and Vice-Chairman were removed at the Full Council meeting held on 12 November 2018 meaning that they are no longer automatically on the Amenities and Planning Committees.

ELECTION OF REPRESENTATIVES

9. Yorkshire Local Councils Association York Branch  
**RESOLVED** that Cllr Guilford and Mr M W Scott (the Clerk) were elected to represent the Council on the York Branch of the Yorkshire Local Councils Association.

Haxby & Wigginton Youth and Community Association  
**RESOLVED** that Cllr I Craven would represent the Council at Haxby & Wigginton Youth and Community Association meetings.

ELECTION OF TRUSTEES

10. Haxby United Charities  
Not required this year as those previously elected are mid-term.

ELECTION OF COUNCILLORS TO CARRY OUT MONTHLY CASH CHECKS

11. **RESOLVED** that Cllr Rice, Cllr Harrison and Cllr Wyatt were elected as Councillors who will carry out cash checks. Each month, 2 of the 3 Councillors elected, will carry out the cash check.

NEW COMMITTEES

12. None.

STANDING ORDERS AND FINANCIAL REGULATIONS

13. The re-writing of the Council's Standing Orders and other documents is currently in progress following the recent Health Check. In the interim the Council **RESOLVED** to adopt the NALC Model Standing Orders 2018 (England)

COMPLAINTS PROCEDURE

14. The Council's current Complaints Procedures remain in force but is presently being reviewed.

FREEDOM OF DATA

15. The Council's current Freedom of Data Procedures remain in force but is presently being reviewed.

INVENTORY

16. The Clerk is to check the current inventory of land and assets including buildings and office equipment and report back.

INSURANCE

17. The Chairman explained that the renewal of the Council's policy occurs in June and so this item was carried forward.

MEMBERSHIP OF OUTSIDE BODIES

18. The situation regarding the Council being members of many outside bodies was discussed and it was agreed that as each of these memberships comes up for renewal they should be referred to the Council to decide as to whether membership should continue or not.

DEALINGS WITH PRESS AND MEDIA

19. See item 28 below.

MINUTES OF FULL COUNCIL MEETING HELD ON 8 APRIL 2019

20. **RESOLVED that the minutes of the meeting held on 8 April 2019 be confirmed as a true and accurate record and signed by the Chairman.**

DECLARATIONS OF INTEREST

21. None.

CO-OPTION

22. The Clerk reminded the Council that it was now 4 Councillors short and that co-option of Councillors could now take place. The Councillors agreed that advertisements detailing the vacancies should be put on notice boards around the village as well as on social media and in the Town Crier.

POLICE REPORT FOR MONTH OF APRIL 2019

23. PSCO Freya Newton gave the Councillors a verbal report detailing the number of incidents in the village over the last 12 months. She stated that during the year crime figures reported to the police were as follows:
- Anti-social behaviour = 98
  - Burglaries = 13
  - Criminal damage = 35
- She added that the number of anti-social behaviour incidents report was normal for an area the size of Haxby and that the number of burglaries was low. She also said that a recent spike in reported crimes had now died down. She ended by saying that Operation Joypad was coming to the area. This is where the police go around testing for unlocked doors on houses.

Cllr Richardson then raised the topic of young people cycling without care and attention and pointed out that this was likely to lead to accidents.

**The police report for April 2019 was RECEIVED.**

CASH CHECK

24. Two Councillors had carried out a Cash Check on 9 May 2019 checking cash held, transfers between bank accounts and online direct payments and had found everything to be in order.

FINANCIAL STATEMENT – 30 APRIL 2019

25.

Financial Statement for Haxby Town  
Council for April 2019

Details	Amount
<u>Receipts to 30 April 2019</u>	
Rent	520.00
Carnival Sponsorship (Co-op)	125.00
Barclays Loyal Reward	2.73
Allotment Rents	1129.00
Fair	650.00
Cemetery Refund	57.17
Double Taxation	1056.00
Carnival Stall Booking	135.00
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	3674.90
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Payments to 30 April 2019

Haxby Memorial Hall - Rent	DP	304.00
North Yorkshire Pension Fund	DP	1540.67
HMRC	DP	1125.87
Npower	DD	130.00
Salaries	DP	4248.00
Town Crier Delivery	DP	370.00
Mick Lambert	106803	300.00
HWYCA	106804	2500.00
Haxby Helpers	106805	460.00
The Wednesday Club	106806	200.00
Haxby & Wigginton Senior Social Group	106807	200.00
R Fitch	DP	60.00
York Gas Company	DP	224.40
Savills - Allotment site rent	DP	162.50
Complete Business Solutions	DP	129.62
Barclays (Charges)	DP	13.65
YLCA	DP	1027.00
Edge IT Systems	DP	531.60
River Foss Society	DP	28.00

13 May 2019

Yorkshire Water	DD	209.92
All Design & Print	DP	320.00
City of York Council	DP	54.39
Haxby Memorial Hall - Town Meeting Hire	DP	30.00
Talk Talk	DD	27.00
Barclaycard	DD	46.47

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14243.09

Balance as at 31 March 2019	81499.09
Receipts	3674.90
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	85173.99
Payments	14243.09
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Balance carried forward	70930.90

**RESOLVED that the financial statement as at 30 April 2019 which detailed payments totalling £14243.09 inclusive of VAT be approved.**

#### COMMUNITY AWARDS / FREEDOM OF HAXBY

26. Cllr Samuel briefed the Council on the plans for the Community Awards. In order to work out the way the evening will unfold it was agreed that Cllrs Samuel, Guilford, Craven and Richardson would meet in order to arrange the proceedings.

#### COMMUNICATIONS WITH YLCA

27. The Clerk explained that he had been in touch with YLCA about meeting dates following the local elections and that it was them who advised him to change the date of the Planning Committee meeting from 7<sup>th</sup> May 2019 to 14<sup>th</sup> May 2019 as the Council was not officially formed on the 7<sup>th</sup>.

#### HEALTH CHECK

28. Prior to the meeting a number of documents had been sent to Councillors. The documents were policy and procedures relating to:

- Information Technology (IT)
- Media
- Social Media
- Sickness and Absence
- Equal Opportunities

Following discussion it was agreed that a few minor changes were required to the documents before being adopted.

HAXBY AND WIGGINTON WARD

29. The Chairman gave details of the 3 successful candidates who had been elected to serve the Haxby and Wigginton Ward on City of York Council. Those persons elected were Cllr Ian Cuthbertson, Cllrs Andrew Hollyer and Cllr Edward Pearson. The Chairman also paid tribute to the those members of Haxby Town Council who had also stood in the City of York elections but who had unfortunately been unsuccessful. These were Cllr Ian Craven, Cllr Neil Wyatt and Cllr Tony Richardson.

MEETING IN JUNE 2019

30. The Clerk explained that due to the date of the annual internal audit the June 2019 Full Council meeting would take place on 17<sup>th</sup> June 2019.

TOWN CRIER

31. The future production of the Town Crier was discussed following the standing down of former Councillor, Mary Crawford. The Clerk explained that Mrs Crawford had told him that she was still willing to produce the Town Crier should the Council so wish. The Council decided that they were happy for Mrs Crawford to continue the production of the Town Crier and thanked her for her kind offer. It added however that before the Crier is printed/distributed its content must be approved by the Council.

WHITE ROSE UPDATE

32. **The most recent issue of the White Rose update was RECEIVED.**

ANNUAL TOWN MEETING

33. The Councillors were reminded that the Annual Town Meeting will take place at 7pm on Tuesday 28 May 2019 in the Memorial Hall, Haxby.

CARNIVAL COMMITTEE

34. The minutes of the meeting held on 1 May 2019 were received.

AMENITIES COMMITTEE

35. The minutes of the meeting held on 29 April 2019 were received.

CEMETERY COMMITTEE

36. The minutes of the meeting held on 29 April 2019 were received.

The meeting closed at 7.59pm

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Chairman

**(These Minutes are displayed 'unsigned' and are subject to correction at the next Council meeting.)**