

Minutes of the annual council meeting of Haxby Town Council held on Monday 9th of May 2022 at The Oaken Grove Community Centre, Haxby at 7.30pm

Present: Cllr M Guilford
Cllr M Harrison
Cllr M Preston
Cllr I Craven
Cllr G Cockburn

Cllr D Rice
Cllr R Pearson
Cllr N Wyatt
Cllr T Carmichael
Cllr E Pearson

Louanna Winch Town Clerk

1. To elect a Chairman

Proposed by Cllr M Guilford, seconded by Cllr T Carmichael, to elect Cllr I Craven as Chairman. 4 votes were received.

Proposed by Cllr D Rice, seconded by Cllr R Pearson, to elect Cllr G Cockburn as Chairman. 5 votes were received.

It was **resolved** that Cllr G Cockburn is elected Chairman.

2. To receive the Chairman's declaration of the acceptance of office

The Chairman signed the declaration of the acceptance of office, this was received and signed by the Proper Officer.

3. To elect a Vice-Chairman

Proposed by Cllr N Wyatt, seconded by Cllr I Craven, to elect Cllr N Wyatt as Vice-Chairman. 4 votes were received.

Proposed by Cllr D Rice, seconded by Cllr E Pearson, to elect Cllr R Pearson as Vice-Chairman. 5 votes were received.

It was **resolved** that Cllr R Pearson is elected the Vice-Chairwoman.

4. Approve reasons for absence

None.

It was noted that Cllr Shaw was absent due to recently giving birth. Cllr R Pearson will send a card and gift on behalf of the Councillors.

5. Disclosures of interest

None.

6. Joint Standards Committee recommendations to the council

Recommendation 1 - Proposed by Cllr D Rice, seconded by Cllr E Pearson, and **resolved** with 6 votes for and with one abstention that the Clerk contacts the YLCA to request that they become the single point of contact for Cllr Richardson.

Recommendation 2 - Proposed by Cllr D Rice, seconded by Cllr T Carmichael, and **resolved** with one abstention to agree to that Cllr Richardson shall be

removed from any or all panels or sub-committee of Haxby Town Council for a period of six months whereupon this position should be formally reviewed.

Recommendation 3 – Proposed by Cllr D Rice, seconded by Cllr M Preston and **resolved** unanimously, that Cllr Richardson shall be removed from any or all outside body appointments to which he has been appointed by Haxby Town Council for a period of six months whereupon this position should be formally reviewed.

Recommendation 4 – Proposed by Cllr E Pearson, seconded by Cllr D Rice and **resolved** with one abstention that Haxby Town Council undertakes six monthly reviews of its governance framework to support its employees to ensure its arrangements to support its employees and mitigate against inappropriate behaviour and correspondence from Cllr Richardson remains fit for purpose.

Recommendation 5 – Proposed by Cllr D Rice, seconded by Cllr R Pearson, and **resolved** with one abstention, that Haxby Town Council obtains the support of Yorkshire Local Councils Association to assist in the management and implementation of these sanctions.

7. Minutes

Proposed by Cllr D Rice, seconded by Cllr R Pearson and **resolved** with 3 abstentions that the minutes of the Oversight and Budget Committee held on the 14th of March 2022 were confirmed as a true and accurate record.

Proposed by Cllr E Pearson, seconded by Cllr R Pearson and **resolved** with 6 votes for, 1 against and 1 abstention that the minutes of the extraordinary meeting of the 11th of April 2022, were confirmed as a true and accurate record.

Cllr M Preston stated that this meeting will be his last and thanks for his service were given by Cllr T Carmichael, Cllr R Pearson, and Cllr G Cockburn.

8. Council committees

8.1 Proposed by Cllr D Rice, seconded by Cllr E Pearson, and **resolved** with 5 votes for, 4 against and 1 abstention to merge the Recreation & Open Spaces committee and the Community Assets committee together to become the Amenities Committee and to review the working of the committee within 6 months.

Proposed by Cllr G Cockburn, seconded by Cllr R Pearson, and **resolved** with 5 votes for, 3 votes against and 2 abstentions that there will be a minimum of 5 members of the Amenities committee.

Planning – Proposed by Cllr D Rice, seconded by Cllr M Harrison, and **resolved** with one abstention, that the Planning Committee has a minimum of 5 members and no maximum.

Cemetery – The membership of the committee will remain the same as in 2021-2022 with Cllrs Rice, Wyatt, and Harrison.

Oversight & Budgeting - Cllr E Pearson proposed to change the name of the committee to the Governance Committee with a minimum of 4 members and to meet on alternative months. 4 votes for.

Proposed by Cllr I Craven, seconded by Cllr M Guilford and **resolved** with 4 votes for and 2 against, and 6 abstentions to retain the name of the Oversight and Budgeting committee.

- 8.2** Proposed by Cllr D Rice, seconded by Cllr R Pearson and **resolved** with 1 abstention, to appoint the following councillors to the named committees,

Planning – M Harrison, D Rice, I Craven, T Carmichael, R Pearson.

Amenities – M Guilford, N Wyatt, T Carmichael, R Pearson, and E Pearson.

Cemetery – D Rice, M Harrison, N Wyatt.

Staffing – G Cockburn, R Pearson, I Craven, E Pearson, T Carmichael.

Proposed by Cllr D Rice, seconded by Cllr M Guilford and **resolved** unanimously to appoint the following councillors to the Oversight and Budgeting Committee, G Cockburn, R Pearson, M Guilford, I Craven, E Pearson, and T Carmichael.

- 8.3** Proposed by Cllr M Guilford, seconded by Cllr D Rice and **resolved** unanimously to review the terms of reference of each committee at the first meeting of the year and return these to a future meeting of the full council for approval.

9. Review of representation and subscriptions to external bodies

Proposed by Cllr T Carmichael, seconded by Cllr D Rice and **resolved** unanimously to appoint the following representatives to external bodies.

YLCA York branch – Cllr G Cockburn and the Clerk

Haxby United Charities – Interim trustees – M Guilford, T Carmichael, G Cockburn

Neighbourhood Plan Steering Group – M Harrison, I Craven

York Bus Forum – I Craven

Haxby & Wigginton Traders Association – M Guilford, R Pearson

Haxby & Wigginton Youth & Community Association – I Craven & 1 vacancy

10. Standing Orders and Financial Regulations

Proposed by Cllr D Rice, seconded by Cllr T Carmichael and **resolved** with 1 abstention to adopt the current Standing Orders and Financial Regulations, which will be reviewed in the next 12 months.

11. Finance

11.1 Proposed by Cllr D Rice, seconded by Cllr E Pearson and **resolved** to appoint Cllrs G Cockburn and R Pearson, to be the new bank signatures of the

council's bank accounts. Cllrs Guilford and Rice will remain signatures until appointments have been confirmed by the Clerk.

11.2 Proposed by Cllr T Carmichael, seconded by Cllr D Rice and **resolved** with 1 abstention to appoint Cllrs D Rice, M Harrison, and T Carmichael, to conduct the monthly cash checks and to appoint Cllr M Guilford, R Pearson and T Carmichael conduct the twice annual internal control checks.

12. Policy review

Proposed by Cllr M Guilford, seconded by Cllr T Carmichael and **resolved** unanimously to receive and note the following policies and to agree that these policies will be reviewed in the next 12 months by the Oversight and Budgeting Committee.

Complaints procedure
Data Protection (GDPR)
Employment polices x 6

Freedom of Information
Press / Media

13. Pensions Policies

Proposed by Cllr M Guilford, seconded by Cllr D Rice and **resolved** unanimously to accept the pensions discretions policies.

14. Insurance

It was received and noted that the council has retained Zurich Insurance until 2025 to provide insurance cover, this is due for its annual review in June 2022.

15. Assets

The council's asset register was received and noted.

Proposed by Cllr M Guilford, seconded by Cllr D Rice, and **resolved** unanimously that the asset register item should be deferred to the next meeting of the full council after the Clerk has met with the auditor.

16. Review of Section 137 spending

The council received and noted the report given by the Clerk.

It was noted that an amendment was required, removing a single entry re pensions which was inaccurate.

17. Calendar of meetings

It was **resolved** that the Annual Town Meeting would be held on Monday the 23rd of May at 7pm at Oaken Grove Community Centre.

Proposed by Cllr N Wyatt, seconded by Cllr T Carmichael and **resolved** with 5 votes for and 4 against that the Full council will meet monthly.

Proposed by Cllr M Harrison, seconded by Cllr E Pearson that the council meet every other month and the Oversight and Budgeting Committee in the intervening months.

Proposed by Cllr E Pearson, seconded by Cllr D Rice, with 7 votes for and 1 against to suspend Standing Order 7.

It was agreed to review the calendar of council meetings at the next meeting of the council.

18. Promotional Opportunities

Carnival

HUC Jubilee teas

19. To notify the Clerk of any item for future agenda

Deferred items – Asset register

Covid Hero's

Meeting dates of the council

20. Next meeting date

The next meeting date of the full council will be on Monday the 13th of June at 7.30pm.

The meeting closed at 21.50 hours

Chairman.....

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