

ANNUAL TOWN COUNCIL
20 May 2014

Present: Councillors S. Gilliver-Cooper, S.L. Gilliver-Cooper, Jones, Kenyon, McIntyre, Nicholson, Swift, Upson, Westmorland, Wilson & Wootton.

Apologies: Councillors Campbell, Draper & Pickin

19 Members of the public were in attendance, 1 Police Officer & 2 PCO's.

The Chairman welcomed everyone to the meeting and requested that mobile telephones be placed on silent.

The Chairman informed the meeting that the time advertised in the Annual Newsletter for the Annual Town Meeting was 7pm and that the notices for the Annual Town Meeting stated 7:30pm. In order to accommodate the Chairman had arranged for refreshments to be available at the venue from 7pm in order to hold an informal Members Surgery and to provided a contact point for any members of the public who were not able to remain for the later scheduled meeting at 7:30pm.

001 ELECTION OF THE CHAIRMAN

In accordance with the provisions of the Local Government Act 1972, the first item on the agenda is to appoint the Chairman of the Town Council for the ensuing year. Councillor McIntyre proposed Councillor Upson as Chairman of the Council for the forthcoming year, this was seconded by Councillor Wootton.

RESOLVED: that by a vote of 9 for Councillor Upson and 2 votes against, Councillor Upson was appointed Chairman of the Town Council for the ensuing year.

002 TO RECEIVE THE CHAIRMAN'S DECLARATIONS OF ACCEPTANCE OF OFFICE

Councillor Upson duly signed the acceptance of office as specified by statutory instrument No. SI. 1990/2447.

003 ELECTION OF VICE-CHAIRMAN

Councillor Swift proposed Councillor Draper for the position of Vice Chairman. This was seconded by Councillor Westmorland. Councillor Kenyon proposed an amendment that Councillor Nicholson be Vice Chairman of the Council. However Councillor Nicholson declined to be considered. Councillor Kenyon also wished to be notified of the legislation that permitted a Councillor to be nominated as a Vice Chairman when they are not present at the meeting.

RESOLVED: that by a vote of 9 for and 2 against, Councillor Draper was appointed Vice Chairman of the Town Council for the ensuing year.

004 PUBLIC QUESTIONS TIME

To receive questions from Members of the Public as per the Town Council's Standing orders – 1 d & e.

The Chairman informed the meeting that no questions had been received.

005 POLICE REPRESENTATION AT TOWN COUNCIL MEETINGS

The Chairman information the meeting that whilst the Police were present at the meeting there would be no information presented by the Police.

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006 DECLARATIONS OF INTEREST

The Chairman read out the following statement. Members are referred to, and shall observe, the provisions of the Hemsworth Town Council's Code of Conduct. If a Councillor has a Disclosable Pecuniary Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote. If any interest (Pecuniary or Non-Pecuniary) has not been entered in the Town Council's register then you must disclose it at the meeting and inform the Monitoring Officer within 28 days of the date of initial disclosure. Failure to abide by the provisions of the Code in regard to Disclosable Pecuniary Interests now amounts to a criminal offence.

No Declarations were made.

007 TO FIX THE AMOUNT OF THE CHAIRMAN'S ALLOWANCE IN PURSUANCE OF SECTION 15 (5) OF THE LOCAL GOVERNMENT ACT 1972

Councillor Swift proposed that the Chairman's allowance be as per the budget, this was seconded by Councillor Wootton.

RESOLVED: that by a vote of 10 for and 1 abstention the allowance was agreed as per the budget that had been approved for the year 2014/15.

008 TO APOINT OR OTHERWISE DETERMINE THE COMMITTEE STRUCTURES IN ACCORDANCE WITH THE AGREED TERMS OF REFERENCE

Members discussed the Town Clerk's report which was circulated with the agenda. Councillor Wootton proposed that the recommendation in the report to adopt the proposed committee structure, memberships and terms of reference be approved. This was seconded by Councillor Jones. Councillor Kenyon proposed an amendment that all three independent Councillor should also sit on each Committee and that this would mean that every meeting would be a Town Council this was seconded by Councillor Wilson.

RESOLVED: that by a vote of 2 for and 9 against the amendment was defeated. The original proposal was then put to the vote, and by a vote of 9 for, 2 against the proposal to adopt the proposed committee structure, memberships and terms of reference was approved.

009 TO DETERMINE AND APPOINT MEMBERS TO SERVE ON COMMITTEES

Councillor McIntyre proposed that Members serving on Committee remains as previous, this was seconded by Councillor Swift.

RESOLVED: that by a vote of 9 for and 2 against the proposal was carried.

Finance Committee:

Councillors Campbell, S. Gilliver-Cooper, S.L. Gilliver-Cooper, Jones, Leach, McIntyre, Nicholson, Pickin, Westmorland, Wootton and the 2 ex-officio (Draper and Upson).

Leisure Committee:

Councillors Campbell, S. Gilliver-Cooper, S.L. Gilliver-Cooper, Jones, Leach, McIntyre, Nicholson, Pickin, Westmorland, Wootton and the 2 ex-officio (Draper and Upson).

Recreation Committee:

Councillors Campbell, S. Gilliver-Cooper, S.L. Gilliver-Cooper, Jones, Leach, McIntyre, Nicholson, Pickin, Westmorland, Wootton and the 2 ex-officio (Draper and Upson).

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009 TO DETERMINE AND APPOINT MEMBERS TO SERVE ON COMMITTEES - continued

Policy Committee:

Councillors Campbell, S. Gilliver-Cooper, S.L. Gilliver-Cooper, Jones, McIntyre, Nicholson, Pickin, Westmorland, Wootton and the 2 ex-officio (Draper and Upson).

010 TO AGREE DATES, TIMES AND VENUE OF MEETINGS

Councillor Kenyon raised the issue of the Extraordinary Town Meeting taking place at 6pm or 6:30pm and stated that all meeting should commence at 7pm. The Chairman informed Councillor Kenyon that this was not an agenda item for this meeting and that this matter should be placed on the agenda for a future meeting and that this request may mean a variation to the Council's Standing Orders.

RESOLVED: that the proposed timetable that had been circulated to all Town Councillors be approved (page 007 of these minutes).

011 THE COUNCIL'S FINANCIAL REGULATIONS

Members discussed the report circulated by the Town Clerk with the agenda. Councillor Swift proposed that the Town Council adopt the Council's Financial Regulations circulated with the agenda. This was seconded by Councillor Wootton. Councillor Kenyon read Financial Regulation 2a from the report and asked to be shown where the budgets had been put discussed in December. The Chairman explained that the budgets are discussed by Committee however there were issued last year in relation a possible grant being received from the District Council which delayed matter. The Chairman confirmed that the wording may be changed to state 'if possible' to accommodate for such issue in future year. Councillor Kenyon continued to comment on the matter at which point the Chairman informed Councillor Kenyon that if he had a complaint he should follow the Council's complaints procedures.

RESOLVED: that by a unanimous vote for and subject to the change to include the wording 'if possible' the recommendations were approved:

012 THE COUNCIL'S STANDING ORDERS

Members discussed that report circulated by the Town Clerk with the agenda. Councillor Wootton proposed that the Town Council adopt the Council's Standing Orders circulated with the agenda. This was seconded by Councillor Westmorland

RESOLVED: that by a unanimous vote for the proposal was carried.

013 FINAL ACCOUNTS (ANNUAL RETURN) 2013/14

Members discussed in depth the Town Clerks report that had been circulated with the agenda and reviewed and confirmed their actions in carrying out the annual review of the effectiveness of their internal audit system. Councillor Kenyon stated that members should have had the accounts with the return. Councillor S Gilliver-Cooper informed the meeting that the final date for this information was not until 30 June 2014.

RESOLVED: that by a vote of 9 for and 2 against the following recommendations were approve:.

- a. That the Town Clerk's report be received and noted.
- b. That the Annual Return for 2013/14 be received and approved subject to any comment or observation by the External Auditors (Littlejohns LLP) and signed by the Chairman and Town Clerk.

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013 FINAL ACCOUNTS (ANNUAL RETURN) 2013/14 - continued

- c. That the checklists – Appendix C. (Internal Audit) of the report were reviewed and actions confirmed so as to meet the regulations that this Town Council has carried out its annual review of the effectiveness of their internal system.
- d. That the Annual Governance Statement is approved and signed by the Chairman and Town Clerk.
- e. That the appointment of Yorkshire Audit for the next twelve months be approved along with their Terms of Reference.
- f. That authority be given to the Town Clerk to deal with advertising arrangements re: Notice of the appointment of date for the exercise of electors rights for the accounts – year ended 31 March 2014 (Statutory requirements).

014 TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES

YLCA Two Councillors

The Chairman informed the meeting that Councillors Campbell and Wootton were the appointed representative for the previous year and wished to continue to represent the Council at YLCA meetings. This was moved by Councillor McIntyre and seconded by Councillor Wootton.

RESOLVED: that Councillors Campbell and Wootton be the representatives at the YLCA for the coming year.

015 REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

Councillor Kenyon asked to look at the equipment from Saul Construction in relation to cutlery and computers.

It was agreed: The Chairman moved that this item be deal with at the next Town Council meeting and that Councillor Kenyon's request be noted.

016 REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Chairman moved that this item be deal with at the next Town Council meeting.

017 CORRESPONDENCE

The Chairman informed the meeting of receipt of the following correspondence and that copies of items a, b, and d were available for members should they wish to have a copy.

- a. **WSP – Consultation on the proposal to extend the operation of the Yorkshire Common Permit Scheme – information previously circulated to all Town Councillors.**
It was agreed: that the information be noted.
- b. **YLCA – White Rose Update**
It was agreed: that the information be noted.
- c. **YLCA – Provision of Services Agreement**
It was agreed: that the information be noted.
- d. **Police and Crime Plan Refreshed 2014**
It was agreed: that the information be noted.
- e. **Minsthorpe Pool Action Group (MPAG)**
It was agreed: that the information be noted.

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018 PLANNING MATTERS

The Chairman reported that there were no planning matters within the Hemsworth Town Council township to discuss.

It was agreed: that the information be noted.

019 TOWN COUNCIL MEETINGS

Members were requested to receive and confirm the Minutes of the meetings held on 01 April and 08 April 2014 and 29 April 2014, as detailed in Minute Book No. 7, pages 289-293 and 309-311. Councillor Kenyon raised items from the minutes that in his opinion were incorrect. Members discuss these items. The Chairman informed members that one of the items raised by Councillor Kenyon would need to be dealt with in exclusion of the press and public and agreed to discuss that at the end of the agenda.

RESOLVED: that by a vote of 6 for and 2 against the Minutes were moved as a true record.

020 TO APPROVE THE SIGNING OF THE MINUTES AS A CORRECT RECORD BY THE PERSON PRESIDING

RESOLVED: that the Chairman signed the Minutes as a true record.

021 COMMITTEE AND SUB COMMITTEE MEETINGS

To adopt the Minutes of Committees and Sub Committees and consider matters arising from information, as detailed in Minute Book No. 7.

Page No.	Committee	Date
294-304	Leisure	08 April 2014
303-308	Recreation	15 April 2014
312-314	Finance	29 April 2014
327-328	Policy	13 May 2014

N.B. Payments re: February and March 2014 are detailed on pages 316 – 326.

Councillor Kenyon raised a number of items in relation to the minutes and these were discussed.

It was agreed: that the minutes were moved as a true record.

022 ACCOUNTS FOR PAYMENT

Councillor Kenyon raised a number of items relating to the accounts and Councillor Wilson raised one issue relating to the accounts. These matters were discussed.

RESOLVED: that in accordance with Minutes No. 351 (14/11/95) the accounts for payment as examined and approved under Minute No. 405 of the Finance Committee held on 29 April 2014 be confirmed for payment.

024 MATTERS RAISED BY THE CHAIRMAN

a. Town & Parish Council Liaison Group (23/04/14)

The Chairman informed members of the current situation in relation to the Town and Parish Council's Liaison Group.

It was agreed: that the information be noted.

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025 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of business to be transacted, it is advisable, in the public interest, that the public and press be excluded and they are instructed to withdraw.

026 TOWN COUNCIL MEETINGS

The Chairman informed the meeting that the minutes of the Special Town Council were for information only. Matters relating to staff cannot be discussed in public. Councillor Kenyon raised a number of items relating to the Special Town Council Meeting held on 08 April 2014. Members discussed these items and Councillor McIntyre called a point of order that Councillor Kenyon should go to the District Auditor as he had done previously which would be following the correct protocol.

It was agreed: that the information be noted.

Meeting closed at 08:14

Rachel Middleton
Office Manager
20 May 2014

Ref:ATM(20 May14)