



LEYBURN TOWN COUNCIL

Market and Burial Authority

MINUTES of the Annual Meeting of the Council held in the Oak Room, Thornborough Hall, Monday 15th May 2023 at 7pm

Present: Cllr Barker Cllr Holder Cllr Laws Cllr Sanderson
Cllr Spenceley Cllr Sedgewick Deputy Clerk – MS R Hurst
2 Members of the public

- 23.84 THE ELECTION OF CHAIRMAN** - Cllr Mandy Spenceley was elected as the Chairman & Mayor of the Town Council.
- 23.85 DECLARATION OF ACCEPTANCE OF OFFICE**- Cllr Mandy Spenceley officially declared acceptance of office and will duly sign the acceptance of Office of the Mayor, and Chair of Leyburn Town Council.
- 23.86 APOLOGIES** – None.
- 23.87 DISCLOSURES OF INTEREST**- Cllr Sanderson in the Cemetery.
- 23.88 ELECTION OF VICE CHAIR (DEPUTY CHAIRMAN)**- Cllr Sanderson was elected as Vice Chairman of the Town Council
- 23.89 COMMITTEE MEMBERSHIP**- The Council **resolved** to appoint members to its Committees and internal working groups as follows:
- a. **Staffing Committee** - Cllr Spenceley and Cllr Sanderson
 - b. **Shawl Committee** - Cllr Sanderson, Cllr Laws, Cllr Holder, and Cllr Barker
 - c. **Thornborough Hall Committee** – Cllr Spenceley, Cllr Sanderson, Cllr Laws, Cllr Holder and Cllr Barker
 - d. **Cemetery Working Party** - Cllr Sanderson and Cllr Laws
 - e. **Market Working Party** - Cllr Spenceley and Cllr Laws
 - f. **Library Management Working Party** - Cllr Holder
 - g. **Playing Fields Management Working Party** - Cllr Laws and Cllr Holder
 - h. **Leyburn Town Plan (LTP) Implementation Committee** – Cllr Spenceley, Cllr Sanderson, Cllr Laws, Cllr Holder and Cllr Barker
 - i. **LTP Traffic & Parking Working Party** – Cllr Spenceley, Cllr Sanderson, Cllr Laws, Cllr Holder and Cllr Barker



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- 23.90 TERMS OF REFERENCE COMMITTEES** – The terms of reference were reviewed and accepted for the following Committees:
- Staffing Committee**
 - Shawl Committee**
 - Thornborough Hall Committee**
 - Leyburn Town Plan (LTP) Implementation Committee**
- 23.91 POLICY REVIEWS & ADOPTION** – Review of the Council’s policies and adoption of appropriate Standing Orders and Financial Regulations;
- Council Financial Risk Assessment Reviewed** –Approved and re-adopted
 - Standing Orders** – Approved and re-adopted
 - Financial Regulations** - Approved and re-adopted
 - North Yorkshire Council Code of Conduct** – Adopted.
- 23.92 DELEGATION ARRANGEMENTS**
- Shawl Committee**- It was **resolved** that delegated power be approved to The Shawl Committee to manage the finances of the Shawl Bank account.
 - Thornborough Hall Committee**- It was **resolved** that delegated power be approved to manage the finances and management of Thornborough Hall.
 - Clerk & Deputy Clerk**- -Approved.
- 23.93 APPOINTMENTS TO EXTERNAL ORGANISATIONS**- The Council **resolved** to appoint members to represent the Council on external bodies, and report back to the Council as necessary, as follows;
- Lower Wensleydale Area Partnership Representative**- Cllr Sanderson
 - YLCA Branch Meeting Representative**- Cllr Holder
- 23.94 LAND**- The Council reviewed the assets and insurance values.
- 23.95 Asset register**- Approved this as a correct record.
- 23.96 FINANCE**
- Bank Signatories**- It was **resolved** that the Signatories be approved as Cllr Sanderson, Cllr Spenceley, Cllr Laws and Mrs C Smith as the Responsible Officer.



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- b. **Regular Payments List**- The Council reviewed and approved the regular payments list in accordance with Financial Regulations 5.6 and 5.7.
- c. **Direct Debits**- It was **resolved** to approve the following Direct Debits:
- i. Information Commissioners Office
 - ii. British Telecom
 - iii. North Yorkshire Council- Business rates
 - iv. Scottish Power-Electric
 - v. SSE- Thornborough Hall Gas
 - vi. Direct 365- Trade Waste Cemetery
 - vii. Direct 365- Trade Waste Thornborough Hall
 - viii. Washroom services –TWC & Cathedral hygiene
 - ix. HP Instant ink
 - x. Dropbox Cloud
 - xi. Everflow – water

23.97 MEETINGS SCHEDULE FOR 2023/24- The Council determined and agreed the time as well as place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council as follows:

Monday 19th June 2023 7.00pm

Monday 17th July 2023 7.00pm

Monday 21st August 2023 7.00pm

Monday 18th September 2023 7.00pm

Monday 16th October 2023 7.00pm

Monday 20th November 2023 7.00pm

Monday 11th December 2023 7.00pm

Monday 15th January 2024 7.00pm

Monday 19th February 2024 7.00pm

Monday 18th March 2024 7.00pm

Monday 15th April 2024 7.00pm

Monday 20th May 2024 Annual meeting of the Council 7.00pm