

## Annual Town Council – 17<sup>th</sup> May 2011

### In attendance:-

**E Tunstall** – Town Mayor

**TJ Allsopp RRC BSc** -

**Mrs M Burkinshaw** – Deputy Town Mayor & Chair of Local Agenda 21 Committee

**Mrs J Cole** - Chair of Recreation Committee,

**MJW Cole** – Vice Chair of Environment and Planning Committee

**Mrs P Evans**

**ST Hardcastle**

**L Harrison** – Leader of the Council and Chair of Finance and Resources Committee

**RS Henfrey** – Vice Chair of Environment and Planning Committee –

**Miss D Johnson** – *(apologies for non-attendance)*

**HJW Mills**

**DE Mothershaw**

**A Redfern** – *(apologies for non-attendance)*

**JA Taylor** Vice Chair of Recreation Committee

**Mrs M Wright** - Deputy Leader of the Council and Vice Chair of Finance and Resources Committee

*Father Tim Kaye was invited by the Town Mayor to lead the meeting in prayers*

### 001 Election of Town Mayor

**Resolved** that **Councillor Mrs P Evans** be elected Town Mayor for the ensuing year.

**Councillor Mrs P Evans** made a statutory declaration of acceptance of office of Town Mayor and addressed the meeting from the chair.

*The newly elected Town Mayor announced that her sister, Mrs Jenny Stothard would serve as the Mayoress for the ensuing year.*

### 002 Retiring Town Mayor – Address and Presentation to Charities

The Town Mayor invited the retiring Town Mayor, **Councillor E Tunstall** to address the meeting on his year of office and make presentations to staff and on behalf of the Town Mayor's Charities.

**Resolved** that the Town Council places on record its thanks and appreciation for the manner in which the retiring Town Mayor and Mayoress have performed their official duties.

### 003 Apologies for Absence

**Resolved** that apologies for absence as indicated above be approved

**Annual Town Council – 17<sup>th</sup> May 2011 continued**

**004 Appointment of Deputy Town Mayor**

**Resolved** that the position of Deputy Town Mayor stand deferred for the time-being.

**005 Appointment of Town Mayor's Chaplain**

**Resolved** that **Father Timothy Kaye** be appointed as the Town Mayor's Chaplain.

**006 Appointment of Council Leader**

**Resolved** that **Councillor L Harrison** be appointed Leader of the Town Council for the ensuing year.

**007 Appointment of Deputy Council Leader**

**Resolved** that **Councillor Mrs M Wright** be appointed Deputy Leader of the Town Council for the ensuing year.

**008 Standing Committees**

**Resolved:**

- (1) that the Town Council's existing Committee Structure, be approved and adopted for the ensuing year;
- (2) that membership of Committees for the ensuing year be as set out below:-

**Recreation** – all Town Councillors excepting Councillor HJW Mills

**Environment and Planning** - all Town Councillors excepting Councillor SJ Hardcastle

**Local Agenda 21** - all Town Councillors

**Finance and Resources** - Chair and Vice Chair of each of the above-mentioned Committees plus the Town Mayor and Deputy Town Mayor (ex-officio)

Annual Town Council – 17<sup>th</sup> May 2011 continued

**008 Standing Committees continued**

**Resolved:**

(3) that the Chair and Vice Chair of Committees for the ensuing year be as set out below:-

<b>Recreation</b>	Chair - <b>Councillor Mrs J Cole</b> Vice Chair – <b>Councillor JA Taylor</b>
<b>Environment and Planning</b>	Chair - <b>Councillor MJW Cole</b> Vice Chair – <b>Councillor RS Henfrey</b>
<b>Local Agenda 21</b>	Chair – <b>Councillor Mrs M Burkinshaw</b>
<b>Finance and Resources</b>	Chair – <b>Councillor L Harrison</b> Vice Chair – <b>Councillor Mrs M Wright</b>

(4) that **Mrs G Owen** be appointed to serve as a co-opted member of the **Environment and Planning Committee** for the ensuing year.

**009 Town Council's Functions and Services - Lead Councillors**

**Resolved** that the following Members be appointed to act as Lead Councillors in relation to the exercise of the under-mentioned functions and services for the ensuing year:-

<b>Allotments</b>	<b>Councillor E Tunstall</b>
<b>Benefits</b>	<b>Councillor Mrs M Wright</b>
<b>Community Fireworks</b>	<b>Councillor E Tunstall</b>
<b>Community Groups</b>	<b>Councillor L Harrison</b>
<b>Community Health</b>	<b>Councillor TJ Allsopp RRC BSc</b>
<b>Community Safety</b>	<b>Councillors TJ Allsopp RRC BSc &amp; RS Henfrey</b>
<b>Health and Safety</b>	<b>Councillor TJ Allsopp RRC BSc</b>
<b>St. Peter's and St. Paul's Community Association</b>	<b>Councillor Mrs M Wright</b>
<b>Web Site</b>	<b>Councillor Miss DR Johnson</b>

**010 Town Twinning**

**Resolved** that **Mrs S Harrison** (non-elected member) be appointed to serve as leader of the town twinning function for the ensuing year.

**Annual Town Council – 17<sup>th</sup> May 2011 continued**

**011 Representation on Outside Bodies**

**Resolved** that the following appointments to outside bodies be approved for the ensuing year and that attendances at meetings thereof be classed as approved duty for the purpose of Members' Allowances:-

- a) **South Kirkby, North and South Elmsall Joint Burial Committee**  
Councillors Mrs M Burkinshaw, MJW Cole, L Harrison and Mrs M Wright
- b) **National Association of Local Councils**  
Councillors TJ Allsopp RRC BSc, L Harrison, A Redfern and E Tunstall
- c) **Yorkshire Local Councils' Association**  
Councillors TJ Allsopp RRC BSc, L Harrison A Redfern and E Tunstall
- d) **National Association of Councillors**  
Councillors TJ Allsopp RRC BSc (Executive) and L Harrison (National President)
- e) **Association of Neighbourhood Democracy**  
Councillors Mrs J Cole and MJW Cole
- f) **Hemsworth District Road Safety Committee**  
Councillors TJ Allsopp RRC BSc, Mrs M Burkinshaw and RS Henfrey
- g) **Moorthorpe Pre-school Support Group**  
Councillors Mrs P Evans, Miss D Johnson and Mrs M Wright
- h) **National Society of Allotments & Leisure Gardens**  
Councillor E Tunstall
- i) **Community Safety Partnership**  
Councillors TJ Allsopp RRC BSc and RS Henfrey
- k) **Wakefield Disability Discrimination**  
Councillors TJ Allsopp RRC BSc
- l) **Association of European Communities**  
Councillor L Harrison
- m) **Young Lives – Councillor A Redfern**

**012 Town Council Meeting – 27<sup>th</sup> April 2011**

**Resolved** that Minutes of the Town Council meeting held on 27<sup>th</sup> April 2011 as detailed in Minute Book No 6(2009/2010) be confirmed as a correct record and signed by the Town Mayor.

**Annual Town Council – 17<sup>th</sup> May 2011 continued**

**013 Standing Orders and Financial Regulations**

**Resolved** that Standing Orders and Financial Regulations be approved and adopted for the ensuing year, including the continued adoption of the Powers of Well Being, for which the newly elected Town Council continues to satisfy the necessary criteria

**014 Terms of Reference and Delegation Scheme**

**Resolved** that the Terms of Reference and Scheme of Delegation to, Committees, Sub-Committees and Officers be approved and adopted for the ensuing year.

**015 Banking Arrangements**

**Resolved:**

(1) that Lloyd Bank Plc and Barclays Bank Plc be appointed as the Town Council's Bankers for the ensuing year;

(2) that all Town Councillors be authorised to sign the mandates for the Town Council's and for the St. Peter's and St.Paul's Pre School accounts.

**016 Meetings - Timetable**

**Resolved:**

(1) that the dates and times of meetings of the Town Council and of Committees for the ensuing year be as follows:-

<b>Recreation</b>	<b>15<sup>th</sup> June 2011</b>
<b>Environment and Planning</b>	<b>22<sup>nd</sup> June 2011</b>
<b>Finance and Resources</b>	<b>6<sup>th</sup> July 2011</b>
<b>Town Council</b>	<b>27<sup>th</sup> July 2011</b>
<b>Recess</b>	<b>August 2011</b>
<b>Recreation</b>	<b>7<sup>th</sup> September 2011</b>
<b>Environment and Planning</b>	<b>14<sup>th</sup> September 2011</b>
<b>Finance and Resources</b>	<b>28<sup>th</sup> September 2011</b>
<b>Town Council</b>	<b>12<sup>th</sup> October 2011</b>
<b>Recreation</b>	<b>2<sup>nd</sup> November 2011</b>
<b>Environment and Planning</b>	<b>9<sup>rd</sup> November 2011</b>
<b>Finance and Resources</b>	<b>23<sup>rd</sup> November 2011</b>
<b>Town Council</b>	<b>14<sup>th</sup> December 2011</b>

## Annual Town Council – 17<sup>th</sup> May 2011 continued

### 016 Meetings – Timetable continued

Recreation	11 <sup>th</sup> January 2012
Environment and Planning	18 <sup>th</sup> January 2012
Finance and Resources	1 <sup>st</sup> February 2012
Town Council	15 <sup>th</sup> February 2012
Recreation	22 <sup>nd</sup> February 2012
Environment and Planning	29 <sup>th</sup> March 2012
Finance and Resources	14 <sup>th</sup> March 2012
Town Council	28 <sup>th</sup> March 2012
Annual Meeting	15 <sup>th</sup> May 2012

(2) that, in the event of an emergency situation necessitating the date and/or time of any meeting of the Town Council or Committee being changed or any such meeting being cancelled, the Town Mayor or Deputy Town Mayor and the Leader or Deputy Leader shall be authorised to approve any such change or cancellation, provided always that nothing in this minute shall affect the statutory requirements relating to meetings of the Town Council.

### 017 Civic Sunday 2011

**Resolved** that Civic Sunday be celebrated on 12<sup>th</sup> June 2011

### 018 Summer Recess 2011

**Resolved** that the month of August be determined as the Town Council's summer recess period.

### 019 Internal Auditor

**Resolved** that, in accordance with the Accounts and Audit Regulation 2003 (as amended) and having reviewed the effectiveness of the present internal audit arrangements, **Roy Stanley FFA**, Chartered Accountant, The Green, South Kirkby be reaffirmed as the Internal Auditor to the Town Council.

Annual Town Council – 17<sup>th</sup> May 2011 continued

**020 Town Council's Advisors**

**Resolved** that the following appointments be approved for the ensuing year:-

<b>Function/Service</b>	<b>Advisor</b>
<b>Civic Newsletter</b>	<b>G Harrison*</b>
<b>Ecology</b>	<b>M Foxtan</b>
<b>Legal</b>	<b>SR Machin</b>
<b>Planning</b>	<b>P Errington</b>
<b>Regeneration</b>	<b>I Deighton</b>
<b>Transportation &amp; Safety</b>	<b>C Allsopp**</b>
<b>Highways</b>	<b>M Silk</b>

\*Councillor L Harrison declared his non-prejudicial interest in this appointment

\*\*Councillor TJ Allsopp RRC BSc declared his non-prejudicial interest in this appointment

**021 Town Mayor's Allowance**

**Resolved** that, pursuant to Section 15(5) of the Local Government Act 1972, an allowance of £670 be awarded to the Town Mayor to defray the expenses of office in the ensuing year.

*The Town Mayor vacated the Chair and handed over the conduct of the meeting for this item to the Deputy Town Mayor and did not speak or vote on the matter.*

**022 Allowances to Members and Officers**

**Resolved:**

(1) that the rates of Members' subsistence and travelling allowances for approved duties in the ensuing year be in accordance with the scheme approved by the City of Wakefield Metropolitan District Council's Independent Review Body under the Local Government Act 2000:

(2) that telephone allowances for Members and designated Officers in the ensuing year be paid in accordance with existing practice as prescribed by current legislation and taxation regulations and that such allowances be subject to review and recommendation of Finance and Resources Committee having regard to the wider use of electronic communications by individual Town Councillors.