



**Minutes of the Annual Meeting of Council and the First Full Council meeting on 13<sup>th</sup> May 2024 at 7pm at Upper Fold, Wesleys Methodist Church.**

**Present:** Cllrs Gill Dixon, Joe Ashton, Ann Foster, Bill Wyatt-Millington, John Turner, Dave Reed, Richard Knowles, Paul Sharkey, Kate Griffin, Dave Shaw, Maggie Town.

**In attendance:** Cllr Coates (Ward Member)

**FC2425/01 Election of Chair and Declaration**

Cllr Turner was proposed by Cllr Dixon as Chair. Seconded by Cllr Shaw. No further nominations. Ten votes for and one abstention.

**Resolved:** Cllr Turner was elected as Chair.

The new Chair's Declaration of Acceptance of Office was signed/received in the presence of the Clerk.

**FC2425/02 Election of Vice Chair**

Cllr Sharkey was proposed by Cllr Turner and seconded by Cllr Dixon. No further nominations. Voted in unanimously.

**Resolved:** Cllr Sharkey was elected as Vice Chair.

**FC2425/03 Declarations of Office**

Declarations of Acceptance of Office for all Cllrs were signed/received in the presence of the Clerk.

**FC2425/04 Chair's Opening Remarks**

Cllr Turner thanked Cllr Dixon for her hard work and leadership over the three years' service as Chair.

Thanks were extended to the Council for electing him as Chair which Cllr Turner regarded as an honour and he stated he would try his best to lead and represent the Town Council and do it proud.

Cllr Turner hoped the Council could build on the successes of the past and learn from things that hadn't gone as well. Accentuating the positive ie helping groups to set up and become self-managing strong independent groups such as Farmers Market, Walkers are Welcome, Friends of Baildon Station, Allotments and the Harley Rideout. This is a model of best practice. Cllr Turner concluded that the Town Council must review everything it does to ensure we meet best practice.

**FC2425/05 Approve Reasons for Absence**

None

**FC2425/06 Disclosures of Interest**

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Signed.....

Date.....



None

**FC2425/07 Minutes of the previous meetings**

**Resolved:** The minutes of the Council meeting on 18<sup>th</sup> March 2024 were approved.

**FC2425/08 Terms of Reference for Committees**

**Resolved:** to accept the Terms of Reference for Community, Economy and Environment committees.

**Resolved:** Subject to adding Neighbourhood Development Plan to the remit of Governance Committee the Terms of Reference were accepted.

**FC2425/09 Appointment of members and substitute members to committees;**

Cllrs Town, Griffin, Foster and Reed were appointed to Community Committee

Cllrs Dixon, Wyatt-Millington, Griffin, Knowles and Shaw were appointed Economy Committee

Cllrs Dixon, Sharkey, Ashton, Shaw were appointed to Environment Committee

Cllrs Dixon, Ashton, Turner, Shaw were appointed to Planning Committee

Governance Committee – note that this committee is constituted by the Chair of Council, the Vice-Chair of Council and the Chairs of the Council’s four committees.

All Cllrs are substitutes for all committees.

**FC2425/10 Standing Orders and Financial Regulations 2024**

**Resolved:** Standing Orders and Financial Regulations 2024 were adopted and it was noted they will be reviewed annually by the Governance Committee.

**FC2425/11 Appointments to external organisations**

**Resolved:** to appoint Cllr Turner to represent Baildon Town Council with the Yorkshire Local Councils Association (YLCA) South Pennine Branch and Bradford District Local Councils Liaison Group.

Cllr Town was appointed to attend Baildon Ward Partnership.

Cllr Foster was appointed to attend the Baildon Liaison Group

**FC2425/12 to note the schedule of council and committee meetings.**

**Resolved:** The Calendar of meetings was noted subject to the following amendments:

- Staffing Sub Committee to move to 8<sup>th</sup> July.
- Environment Committee on 8<sup>th</sup> July to move to 3<sup>rd</sup> June.
- Full Council on 9<sup>th</sup> December to move to 2<sup>nd</sup> December.



## First Full Council meeting 7:30pm

### FC2425/13 Public Participation

None

### FC2425/14 Clerk's Report

Cllrs should request the Information folder by email via the office if they wish to have one.

Visit Baildon website update. The website was being developed and performance had greatly improved. Cllrs requested to assist with invitations to the website Launch event leading up to the 6<sup>th</sup> June. Contact the Clerk for more details of what is involved.

### FC2425/15 Important Information from Councillors and Staff

Cllr Sharkey updated on Jenny Lane – work was progressing on site.

Environment Committee was asked to see if there was going to a Reopening event.

Cllr Turner reported that there was work being done on the gates to the water course under the roundabout.

Cllr Knowles reported that he and Cllr Dixon would be meeting Network Rail soon to discuss the re-opening of the railway.

### FC2425/16 Internal Financial Controls Check

**Resolved:** to appoint Cllr Griffin and Cllr Shaw to perform internal financial control checks in 2024/25.

### FC2425/17 Bank signatories

**Resolved:** to confirm that Cllr Dixon and Cllr Reed continue a further year as bank signatories.

### FC2425/18 Finance

**Resolved:** Subject to the total for Economy Committee being added to the budget (omitted by mistake) the 2024/25 budget was noted.



**FC2425/19 Annual Governance and Accountability Return (AGAR) 2023/24**

In accordance with the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and National Association of Local Council's (NALC) Joint Panel on Accountability and Governance (JPAG) 2023 the following Sections and documents were received, noted and approved.

**FC2425/19.1 Resolved:** The Annual Internal Auditor's Report 2023/24 was received and noted.

**FC2425/19.2 Resolved:** Based on comments in the Internal Auditors Full Report the Clerk was asked to investigate how to improve the website layout in respect of accessing committee minutes.

**FC2425/19.3 Resolved:** The Annual Governance Statement 2023/24 was approved and signed by the Chair and the Clerk

**FC2425/19.4 Resolved:** The Accounting Statements 2023/24 were considered, approved and signed by the Chair.

**FC2425/19.5 Resolved:** the March 2024 bank reconciliation, bank reconciliation explanation of variances, explanation of Box 7 and Box differences on Accounting Statements to support Section 2 for AGAR were all approved.

**FC24225/19.6 Resolved:** the publication of documents (exercise of public rights) required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2005 and the Transparency Code for Smaller Authorities was approved.

**FC2425/20 Finance Software budget line.**

**Resolved:** The Finance Software budget line currently within Governance Committee remit is delegated to the Clerk to improve budgetary and financial processes.

**FC2425/21 General Reserve Policy**

**Resolved:** the General Reserve Policy was approved.

**FC2425/22 Earmarked Reserves**

**FC2425/22.1 Resolved:** a Toilet Contingency Reserve of £3,000 using the Economy reserve (£632.51) and making the up the balance to £3,000 using £2,367.49 of General Reserve was created . This would be for major incidents of vandalism or improvement/developments which cannot be covered from within the budget (£2,000 in total). This reserve is delegated to the Clerk in consultation with the Chair of Economy Committee.

**FC2425/22.2 Resolved:** The Jubilee ER (£1,196) is moved to General Reserve.



**FC2425/22.3 Resolved:** the proposal to replenish the Allotment Reserve with £3,000 from General Reserve is to be considered further by the next Environment Committee and recommendations brought to the next Full Council. The issues to consider are: allotment rents may, over time, replenish this reserve and how to meet unforeseen issues which are our responsibility at the Allotments in the meantime, as the current earmarked reserve is fully committed at Thompson Lane.

**FC2425/23 Road Closure Signage**

A report was received from Cllr Foster about the need for the Town Council to purchase and hold in stock a range of road closure and related signage for use by community groups and the Town Council on a wide range of public events.

**Resolved:** Subject to Community Committee approving a Risk Assessment for the handling of the signage and clarification on insurance whilst in storage, it was approved to fund this signage up to £1,500 from General Reserves and to delegate to the Clerk the purchase of signage in consultation with the Chair of Community Committee.

**FC2425/24 Promotional opportunities**

The appointment of a new Chair

**FC2425/25 To notify the Clerk of items for the agenda of the next meeting.**

None

**FC2425/26 Date of next meeting.**

The date of the next meeting is 22<sup>nd</sup> July at St James Church

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