



PATELEY BRIDGE TOWN COUNCIL  
The Council Chamber, King Street  
Pateley Bridge, HG3 5LE

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## MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 4<sup>TH</sup> MAY 2021

Present:

Cllr M Holt (Chairman) Cllr P Anson Cllr D Brackley Cllr S Hesselden Cllr J Leggett	Cllr S Lumley Cllr I Skaife Cllr C Thompson (Deputy Chairman) Cllr N Thompson  In Attendance: Clerk: Ms Laura Jowett
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### 1. Election of the Mayor and Chairman for 2021-2022

Cllr Mike Holt had previously been nominated as Mayor Elect and had agreed to continue in the role for a second year; this was now formally proposed, seconded and agreed unanimously.

### 2. To receive the Mayor's Declaration of Acceptance of Office

Cllr Holt read aloud and signed the Declaration of Acceptance of Office

### 3. Apologies for absence

#### a) To receive apologies for absence given in advance of the meeting

#### b) To consider the approval of reasons given for absence

None received. Councillor Jefferson and Councillor Marshall were not present.

### 4. To receive Councillors' Declarations of Interest and consider any requests for dispensations

None

### 5. Election of the Deputy Mayor

Councillor C Thompson was proposed, seconded and elected as Deputy Mayor for 2021-2022

### 6. Committees

#### a) Election of members to committees

**Resolved** to elect members to committees as detailed in appendix 1

#### b) To elect the chairs of committees

**Resolved** to elect the chairs of committees as detailed in appendix 1

**c) To review the Terms of Reference for the following committees:**

- i) Finance Committee**
- ii) Joint Liaison Committee**
- iii) Mayor's Fund Committee**

**Resolved** to approve the terms of reference for the Finance Committee, the Joint Liaison Committee and the Mayor's Fund Committee

**d) To receive and approve the Terms of Reference for the following committees:**

- i) HR Committee**
- ii) Christmas Lights Committee**

**Resolved** to approve the terms of reference for the HR Committee and the Christmas Lights Committee

**7. Appointment of council representatives to other organisations**

**Resolved** to appoint council representatives to other organisations as detailed in appendix 2

**8. Policies**

**To receive and confirm**

- a) Standing Orders**
- b) Financial Regulations**
- c) Complaints Procedure**
- d) Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation.**

The policies were received and confirmed

**9. Documents**

**To receive and approve**

- a) The Council's Risk Assessment**
- b) The Asset Register**

**Resolved** to approve the Risk Assessment and Asset Register

**10. To note the renewal of the Town Council's insurance**

The Town Council's insurance was noted and is due for renewal from 1<sup>st</sup> June 2021

**11. To receive the dates of council meetings and those of committees for the coming Civic Year**

The dates of council and committee meetings were agreed. Council meetings will continue to be held on the first Tuesday of each month at 7.15pm. A calendar will be circulated to councillors and uploaded to the website.

## Appendix 1.

**Committee Membership 2021-2022**

Finance Committee	Cllr Anson (Chair) <b>Mayor:</b> Cllr M Holt Cllr Leggett Cllr Skaife
Mayor's Fund & Events Committee	<b>Mayor:</b> Cllr Holt (Chair) <b>Deputy Mayor:</b> Cllr C Thompson Cllr Hesselden Cllr Jefferson Cllr Marshall
HR Committee	Cllr Lumley (Chair) <b>Mayor:</b> Cllr Holt Cllr Jefferson Cllr Skaife
Joint Community Resilience Committee (with Bewerley PC)	Cllr Skaife (Chair) Cllr Jefferson Cllr N Thompson Mrs S Clarkson (non-council member) Mr J Clarkson (non-council member) Mr C Hawkesworth (Advisor)
Joint Liaison Committee (with Bewerley PC)	Cllr Skaife (Chair) Cllr Anson Cllr Lumley
Glasshouses Playing Fields Inspections Committee	Cllr Skaife (Chair) All Councillors
Parish Caretaker Group	Cllr Jefferson Cllr Skaife Clerk to the Council
Christmas Lights Committee	Cllr Jefferson (Chair) Cllr Brackley Cllr C Thompson Cllr N Thompson Mrs Tilly Chandler (non-council member)

Agreed at the Annual Meeting of the Council on Tuesday 4<sup>th</sup> May 2021

## Appendix 2.

**Council Representatives on External Organisations 2021-2022**

Nidderdale Strategic Partnership	Cllr Holt (PBTC) Cllr Lumley (HBC)
The Memorial Hall	Cllr Brackley
Raikes Foundation and Lupton's Foundation	Cllr Leggett Cllr Hesselden Cllr Holt Cllr Jefferson (appointed HBC) Cllr N Thompson (appointed NYCC)
Allotment Society Liaison	Cllr Lumley Cllr Holt Cllr C Thompson
Safer Neighbourhoods	Cllr Anson Cllr Brackley
YLCA	Cllr Leggett Cllr Holt
Glasshouses Village Association	Cllr Brackley Cllr C Thompson Cllr Holt

Agreed at the Annual Meeting of the Council on Tuesday 4<sup>th</sup> May 2021