**MINUTES OF THE ANNUAL MEETING OF NORMANTON TOWN COUNCIL**

**Held on Tuesday 8th May 2018 at 6:30pm at Normanton Town Hall**

**Present:** Councillor D. Appleyard

Councillor Mrs E. Blezard

Councillor Miss J. Botterill

Councillor G. Croft

Councillor Miss J. Farrar

Councillor J. Hepworth

Councillor S. Hudson

Councillor F.D. Jones – Mayor

Councillor Mrs H.W. Jones

Councillor B. Mayne

Councillor Mrs P. Mayne

Councillor Mrs C. Moran, BEM

Councillor Mrs M. Vickers – Deputy Mayor

Councillor A. Wassell

Councillor K. Wilson, JP

**1. Election of Mayor**

RESOLVED that Councillor F. D. Jones be appointed as Mayor of Normanton for the 2018/19 municipal year.

Upon confirmation of the appointment, the Mayor signed the declaration of acceptance of office.

The Leader of Normanton Town Council, Councillor Mrs C. Moran, BEM, placed on record her thanks to the outgoing Mayor and his Mayoress for their hard work over the previous twelve months.

**2. Election of Deputy Mayor**

RESOLVED that Councillor Mrs M. Vickers be appointed as Deputy Mayor of Normanton for the 2018/19 municipal year.

Upon confirmation of the appointment, the Deputy Mayor signed the declaration of acceptance of office.

The newly appointed Mayor and Deputy Mayor left the room to be presented with the chains of office.

**3. Welcome and Apologies**

The Mayor of Normanton, Councillor F. D. Jones, welcomed everyone to the meeting.

Members apologies for their inability to attend were recorded in the apology book.

**4. Mayors Announcements**

The Mayor asked members of Council to stand and observe a minute’s silence in memory of Russ Whiteley who had been a good friend to the Town Council and very active with events in the community.

The Mayor reported that he would be attending a number of engagements over the coming month including:

11th May Warhorse unveiling at Featherstone

11th May Mayor Making at Greywood Hall

14th May Sight Aid AGM at Wakefield

14th May Opening of Robins Garden at Normanton

16th May Russ Whiteley’s Funeral at St Johns RC Church

16th May Mayor Making at Featherstone

17th May Mayor Making at Wakefield

18th May Mayor of Doncaster’s Inaugural Dinner – Deputy Mayor attending

22nd May Primary Futures event at Normanton Junior Academy

22nd May Mayor Making at South Kirkby

26th May 1960s Open Day at Haven Lodge

1st June Alice Bacon Strawberry Tea at Normanton Town Hall

**5. Members Declarations of Interest**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they had an interest in accordance with the code of conduct.

Councillor Mrs E. Blezard

Non-pecuniary Interest – Planning

Member of the WMDC Planning Committee

Councillor J. Hepworth

Non-pecuniary Interest - Planning

Member of the WMDC Planning Committee

Councillor A. Wassell

Non-pecuniary Interest - Planning

Member of the WMDC Planning Committee

**6. Public Bodies (Admission to Meetings) Act 1960**

There were no items of a confidential nature from which the public and press were required to be excluded.

**7. Requests for Dispensation**

There were no requests for dispensation to participate in the consideration of an item in which members may have an interest.

**8. Approval of Absence**

RESOLVED that an approval of absence be granted for Councillor B. Smith due to health reasons. This would expire on 7th November 2018.

**9. Minutes of Council Meeting**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 10th April 2018 (Minute Numbers 183-199; Pages 59-67) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs P. Mayne)

**10. Minutes – Special Projects Committee**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 11th April 2018 (Minute Numbers 111-117; Pages 56-63) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs E. Blezard / Seconded by Councillor Mrs H.W. Jones)

**11. Minutes – Staffing Sub-Committee**

RESOLVED that the minutes of a meeting of the Staffing Sub-Committee held on Monday 16th April 2018 (Minute Numbers 29-32; Page 9) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs P. Mayne)

**12. Minutes – Allotments Committee**

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 18th April 2018 (Minute Numbers 23-28; Pages 17-21) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor A. Wassell / Seconded by Councillor Mrs P. Mayne)

**13. Minutes – Leader’s Group**

RESOLVED that the minutes of a meeting of the Leader’s Group held on Friday 27th April 2018 (Minute Numbers 1-5; Pages 1-2) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs P. Mayne)

**14. Review of Committees and Sub Committees**

RESOLVED that the report detailing proposed changes to Committees and Sub-Committees be received and approved.

**15. Terms of Reference**

RESOLVED that the report detailing the Terms of Reference for Committees and Sub-Committees be received.

**16. Review of Delegated Powers**

RESOLVED that the report detailing delegated powers be received.

**17. Nominations to Committees**

RESOLVED that the nominations to Committees and Sub-Committees be received.

**18. Appointments to Outside Bodies**

RESOLVED that the nominations to Outside Bodies be received.

**19. Review of Standing Orders**

RESOLVED that the review of Standing Orders be received and that no changes are made.

**20. Review of Financial Regulations**

RESOLVED that the review of Financial Regulations be received and that no changes are made.

**21. Councillors with Special Responsibilities**

RESOLVED that the list of Councillors with Special Responsibilities be received.

There was a discussion surrounding difficulties with banking at the Post Office and it was suggested that a local solution be looked into and a further report brought back.

**22. Complaints Procedure**

RESOLVED that the complaints procedure be received and that no changes are made.

**23. Freedom of Information and Data Protection**

RESOLVED that the Freedom of Information and Data Protection Policies be received and approved pending further updates following the implementation of GDPR on 25th May.

**24. Recording at Town Council Meetings**

RESOLVED that the policy on Recording at Council Meetings be received and that no changes are made.

**25. Press & Publicity and Social Media**

RESOLVED that the policies for Press & Publicity and Social Media be received.

**26. Proposed Council Meeting Dates 2018/19**

RESOLVED that the list of meeting dates be approved subject to the amendment of the date of the September meeting to 4th September.

**27. Attendance Records**

RESOLVED that the attendance records for 2017/18 be received.

**28. Accounts for Payment**

RESOLVED that the list of accounts for payment totalling £5,423.15 and card payments totalling £336.73 be approved.

**29. Special Motion to Rescind and Reconsider a Decision of Council – Norwood Street**

RESOLVED that a special motion put forward by Councillor K. Wilson, JP, Councillor B. Mayne and Councillor Mrs H.W. Jones in accordance with Standing Order 7a, that the decision of Council made on 10th April 2018 in relation to the disposal of land at Norwood Street be rescinded and reconsidered with full information having been provided, be received and approved.

In the absence of any further business, the Mayor thanked everyone for their attendance and closed the meeting.