

MINUTES OF THE ANNUAL MEETING
OF COLBURN TOWN COUNCIL HELD ON MONDAY 19th MAY 2025
AT 6 PM IN COLBURN VILLAGE HALL

PRESENT

Mayor: Michelle Dunning (Chair)
Councillors: Miles Burnham, Angela Dale, Rupert Hildyard, Colin Mincher, Jag Sharma, Paul Towers
& Maria Willetts
Colburn Moor – Andrea Crowe **Albermarle** – Akuila Tutora
Clerk: Philippa Graves
Deputy Clerk: Angela Pickersgill

No Members of Public were present

APOLOGIES - Cllr Karen Dodd had sent a letter of resignation on 16th May. A vote of thanks was recorded for her time and work on the Town Council and the Colburn, Hipswell & Scotton Joint Burial Authority.

1. ELECTION OF MAYOR

Cllr Dale proposed Cllr Akuila Tutora, seconded by Cllr Sharma.

Cllr Willetts proposed Cllr Michelle Dunning, seconded by ~~Cllr Dale~~ Cllr Dale

A vote was made in favour of the proposal to elect Cllr Akuila Tutora.

Cllr Akuila Tutora was duly elected and thanked councillors for their support. The Acceptance of Office was read out and signed and Cllr Tutora took the Chair for the meeting.

Cllr Dale gave a vote of thanks to Cllr Dunning for her outstanding contribution putting Colburn back on the map and raising funds for local charities. This statement was unanimously supported by councillors.

2. ELECTION OF DEPUTY MAYOR

Cllr Crowe proposed Cllr Paul Towers, seconded by Cllr Dale and a unanimous vote was made in favour of the proposal.

Cllr Paul Towers was duly elected to the position of Deputy Mayor.

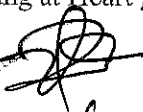
3. REPORTS FROM MEMBER REPRESENTATIVES FROM COMMITTEES AND ORGANISATIONS

Allotments Association – Cllr Crowe had little contact with members and Cllr Dale reported that a meeting was held once a year in the summer to pay the allotment rent. Other than that everybody just worked their own allotment.

Hanson Sports & Social Club – Cllr Tutora reported on a significant new 2 year contract with LWC, a prominent brewery. This partnership is expected to enhance the club's bar and hospitality services offering improved beverage selection and competitive pricing. Payment has been made to Yorkshire Water for the installation of a fire hydrant. The project is currently pending ground excavation work but once completed will enhance the fire safety compliance on the premises.

There has been a growth of the Events Organising Group with 10 new members which will strengthen infrastructure and help forge valuable partnerships to ensure the club remains a cornerstone of the local community.

Village Hall – Cllr Tutora reported on the regular multi-use from the Cubs/Beavers, Dancing, Community Hub, Church, Youth Project and Young at Heart groups. The Village Hall was in a stable


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financial position going into 2025. An unexpected diplomatic visit to meet North East Fijians was so well attended it caused short term parking issues in the area and The Broadway but was very successful. Better parking planning required in future.

Agendas & Minutes from the Joint Burial Board meetings are circulated to all councillors as the meetings take place during the year. Minutes from the Planning and Open Spaces & Play Parks Committee are ratified at full Council as presented.

4. APPOINTMENT OF COMMITTEE MEMBERS

The following committee representation was unanimously agreed for the forthcoming year:

Committees:

Joint Burial Authority	Cllrs Angela Dale, Michelle Dunning & Maria Willetts
Allotments Association	Cllr Andrea Crowe
Hanson Sports & Social Club Committee	Cllr Akuila Tutora
Yorkshire Local Councils Association	Cllrs Colin Mincher & Jag Sharma
Village Hall Management Committee	Cllr Akuila Tutora

Colburn Community Sports Centre Cllrs Dale, Crowe, Towers & Tutora are unpaid trustees. Monthly report & accounts are presented to the Town Council and kept on file

Planning Committee (small planning applications): Cllrs Miles Burnham, Michelle Dunning, Rupert Hildyard, Colin Mincher & Paul Towers. Chair to be elected by committee at their first meeting. All developments with more than one property are discussed by the whole Town Council.

Open Spaces/Play Park Committee: Cllrs Andrea Crowe, Angela Dale, Jag Sharma, Paul Towers, Akuila Tutora & Maria Willetts. Chair to be elected at their first meeting. Meetings held most months to which all councillors are invited to participate in the discussion.

5. TO REVIEW AND ADOPT THE TERMS OF REFERENCE FOR THE OPEN SPACES AND PLANNING COMMITTEES AND THE UPDATED STANDING ORDERS

(circulated with the agenda)

All the papers were reviewed, adopted and published on the website.0


6. TO REVIEW THE CURRENT ASSET REGISTER OF LAND, BUILDINGS AND EQUIPMENT

The list was reviewed and accepted for audit and publication.

7. ANNUAL GOVERNANCE STATEMENT BY MEMBERS OF THE COUNCIL FOR THE ANNUAL RETURN

A copy of the Annual Governance Statement (p4 of AGAR) had been circulated together with the Internal Auditor's statement with the agenda. It was **RESOLVED** that the Annual Governance Statement be signed by the Chair.

The Notice of Public Rights had been prepared for the unaudited accounts and AGAR to be available from Mon 2nd June on request or directly from the website. The Notice would be posted on Wed 28th May.


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8. APPROVAL OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025 FOR THE ANNUAL RETURN

A copy of the accounts taken from the Scribe system together with p5 Accounting Statement of AGAR had been circulated with the agenda.

It was **RESOLVED** that the Accounting Statement be approved and signed by the Chair and the completed AGAR be sent for External Audit.

9. AGREEMENT OF MAYOR'S ANNUAL ALLOWANCE FOR 2025/26

It was **RESOLVED** that the Mayor's annual allowance should remain at £1500. Purchase of event/social occasion tickets are made by the office for the Mayor only, a consort should be self-financing. Mileage at 45p per mile available for travel costs.


It was **RESOLVED** to maintain the annual allowance of £300 to the Deputy Mayor.

10. ARRANGEMENT OF THE DATES OF MEETING FOR 2025/26

The meeting on the third Monday of the month was to be continued and the Clerk had produced a list of dates for the year: 16 June, 21 July, 15 September, 20 October, 17 November, 15 December (precept setting)

2026 - 19 January, 16 February, 16 March, 20 April (Easter Sun & BH 5th/6th April) and 18 May.

The meeting ended at 6.35 pm.


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