

**MINUTES OF THE ANNUAL MEETING**  
**OF COLBURN TOWN COUNCIL HELD ON MONDAY 18<sup>th</sup> MAY 2026**  
**AT 6 PM IN COLBURN VILLAGE HALL**

**PRESENT**

Mayor: Akuila Tutora (Chair)  
Councillors: Angela Dale, Helen Grant, Brigitte Martin, Colin Mincher, Jag Sharma, Maria Stewart  
& Paul Towers  
**Colburn Moor** – Andrea Crowe                      **Albermarle** – (Akuila Tutora)  
Clerk Philippa Graves  
Deputy Clerk Angela Pickersgill

5 Members of Public were present

**APOLOGIES** - Cllrs Janet Emmerson (unwell) and Rupert Hildyard who arrived at 6.30 pm for the start of the monthly meeting.

**1. ELECTION OF MAYOR**

Cllr Dale proposed **Cllr Paul Towers**, seconded by Cllr Sharma.  
A unanimous vote was made in favour of the proposal.

Cllr Paul Towers was duly elected and thanked councillors for their support and for the excellent work of Cllr Tutora during the past year. The Acceptance of Office was signed and Cllr Towers took the Chair for the meeting.

**2. ELECTION OF DEPUTY MAYOR**

Cllr Dale proposed **Cllr Andrea Crowe**, seconded by Cllr Tutora and a unanimous vote was made in favour of the proposal.  
Cllr Andrea Crowe was duly elected to the position of Deputy Mayor.

**3. REPORTS FROM MEMBER REPRESENTATIVES FROM COMMITTEES AND ORGANISATIONS**

Open Spaces Committee – Cllr Crowe gave a resume of the work of the Committee for the last year including thanks to Barry & Nicky Robertson (maintenance contractors) for their continued hard work throughout the year and Cllr Emmerson, who maintains the raised beds at The Broadway. The regular weeding and addition of plants has greatly improved the appearance of the beds, generally enhancing the shopping/sitting area. Cllrs Tutora and Towers were thanked for their regular support in all community events; putting up poppies in October on streetlights to mending noticeboards, defib cabinets, always on hand to help. Some members have learnt to test water in the local becks aided by the Save our Swale trained volunteers and this will be continued with more sites monitored.


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 Janet Emmerson, Helen Grant & Paul Towers
Allotments Association	Cllr Colin Mincher
Hanson Sports & Social Club Committee	Cllr Akuila Tutora
Yorkshire Local Councils Association	Cllrs Colin Mincher & Jag Sharma
Village Hall Management Committee	Cllr Akuila Tutora

  
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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 Rupert Hildyard, Colin Mincher & Paul Towers. All developments with more than one property are discussed by the whole Town Council.

Open Spaces/Play Park Committee: Cllrs Andrea Crowe, Angela Dale, Janet Emmerson, Helen Grant, Brigitte Martin, Maria Stewart & Akuila Tutora. 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 will be published on the website.

**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 Wed 3rd June on request or directly from the website. The Notice would be posted on Wed 27 May.

**8. APPROVAL OF ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> 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 2026/27**

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.

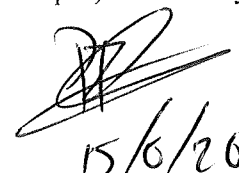
It was **RESOLVED** to maintain the annual allowance of £300 to the Deputy Mayor.

**10. ARRANGEMENT OF THE DATES OF MEETING FOR 2026/27**

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: 15 June, 20 July, 21 September, 19 October (draft budget), 16 November (Precept setting), 14 December (meeting in back room)

2027 - 18 January, 15 February, 15 March, 19 April (Easter Sun & BH 5<sup>th</sup>/6<sup>th</sup> April) and 17 May.

The meeting ended at 6.30 pm.



15/6/26