

**MINUTES OF THE EXTRAORDINARY ANNUAL MEETING**  
**OF COLBURN TOWN COUNCIL HELD ON THURSDAY 6<sup>th</sup> MAY 2021**  
**AT 6.30 PM ONLINE THROUGH ZOOM**

**PRESENT**

Mayor: Angela Dale (Chair)  
Councillors: Miles Burnham, Michelle Dunning, Kevin Foster, Helen Grant, Colin Lyne, Colin Mincher, Jag Sharma & Charlene Thirlwell  
Clerk Philippa Graves  
Deputy Clerk Angela Pickersgill

District Cllrs: Angela Dale & Kevin Foster (Colburn Town), Helen Grant (Scotton)  
No Members of Public joined online

**APOLOGIES** - none

**1. ELECTION OF MAYOR**

Cllr Grant proposed Cllr Angela Dale, seconded by Cllr Lyne and Cllr Mincher proposed Cllr Kevin Foster, seconded by Cllr Sharma. Each councillor was asked for their verbal vote. Those in favour of Cllr Dale were Cllrs Burnham, Dunning, Grant, Lyne, Thirlwell and Dale (6 votes).

Those in favour of Cllr Foster were Cllrs Foster, Mincher and Sharma (3 votes).

Cllr Angela Dale was duly elected and thanked councillors for their support. The Acceptance of Office will be signed in the office later in the week. Cllr Dale continued as Chairman at the meeting.

Cllr Dale felt that this covid dominated year had been very different with online communication but the new members had been excellent with new ideas and the Council had excelled at supporting the community. It was hoped later this year that social and charity events could re-start and she would have the opportunity to continue the good work Cllr Sharma had undertaken in raising the profile of Colburn within the local government community and in supporting local charities.

**2. ELECTION OF DEPUTY MAYOR**

Cllr Grant proposed Cllr Charlene Thirlwell, seconded by Cllr Dunning. Cllr Mincher proposed Cllr Kevin Foster, seconded by Cllr Burnham. Verbal votes were as follows:

Those in favour of Cllr Thirlwell were Cllrs Dale, Dunning, Grant, Lyne and Thirlwell (5 votes).

Those in favour of Cllr Foster were Cllrs Burnham, Foster, Mincher & Sharma (4 votes)

Cllr Charlene Thirlwell was duly elected to the position of Deputy Mayor.

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

Yorkshire Local Councils Association – Cllr Grant had attended all the meetings and taken every opportunity to talk about Colburn. 5-6 meetings per year, not well attended with approximately 9 other people online. Happy to continue representing Colburn. Clerk to confirm with YLCA.

Allotments Association – Cllr Dale reported that all was going well, fully utilised with a high turnover possibly due to the poor wet weather which made the work harder.

Village Hall – Cllr Thirlwell confirmed that the Village Hall had been closed to normal activities due to the Lockdown but Angela Dale and Helen Grant had been central to the creation of a central hub for dinners, food parcels, scrub and mask making and more recently, the Food Bank. The Hall was closed until 21<sup>st</sup> June when it was hoped all covid restrictions would be lifted and groups could meet again.

Joint Burial Board - Cllr Foster reported on another successful year of improvements such as flowers for the children's graves with the maintenance and grass cutting of the grounds carried out to a high standard.

Agendas & Minutes from the Joint Burial Board and Garrison Area Partnership 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, Colin Lyne & Colin Mincher
Allotments Association	Cllr Angela Dale
Yorkshire Local Councils Association	Cllr Helen Grant
Village Hall Management Committee	Cllr Charlene Thirlwell
Richmondshire Leisure Trust (Colburn centre)	Cllr Colin Mincher

Planning Committee (small planning applications) Chair Cllr Charlene Thirlwell. Voting Members Cllr Helen Grant, Colin Lyne & Colin Mincher

All large scale developments are discussed by the whole Town Council.

Open Spaces/Play Park Committee Chair Cllr Angela Dale. Voting Members Cllr Miles Burnham, Michelle Dunning & Jag Sharma. Deputy Chair in attendance non voting

Meetings held most months to which all councillors are invited to participate in the discussion.

#### **5. AGREEMENT OF MAYOR'S ANNUAL ALLOWANCE FOR 2021/22**

There was a debate about whether Mayors should keep a spreadsheet of expenses as evidence of what costs were involved as the purpose of the payment was to ensure all candidates were not discouraged from taking the position due to financial costs. It was agreed that this was onerous and unnecessary.

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 50p per mile available for travel costs.

It was proposed by Cllr Lyne, seconded by Cllr Burnham that the Deputy Mayor's allowance should increase to £300. 7 votes in favour, Cllr Foster against and Cllr Sharma abstained. It was **RESOLVED** to increase the annual payment to £300 to the Deputy Mayor.

#### **6. ARRANGEMENT OF THE DATES OF MEETING FOR 2021/22**

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: 21 June, 19 July, 20 September, 18 October, 15 November, 13 December (precept setting).

2022 - 17 January, 21 February, 21 March, 25 April (Easter 17<sup>th</sup>/18<sup>th</sup>) and 16 May.

#### **7. TO PASS DELEGATED POWERS TO THE CLERK/RESPONSIBLE FINANCIAL OFFICER TO ENSURE CONTINUOUS BUSINESS OF THE TOWN COUNCIL**

The Chair explained the situation and asked each member for their views on future online meetings. Comments as follows:-

Cllr Dale – Village Hall not open until 21<sup>st</sup> June so meetings could not commence until July. Zoom very convenient but a face to face meeting would be good at some point.

Cllr Lyne – happy with zoom meetings, prefer to stay on zoom for as long as possible to be safe.

Cllr Dunning – prefers zoom but face to face from September would be acceptable.

Cllr Thirlwell – happy to resume face to face meetings but understood those who have been shielding. Zoom meetings acceptable.

Cllr Mincher – would like to stay with zoom permanently as it was so much more time efficient.

Cllr Burnham – happy to accept delegated powers for the interim period.

Cllr Sharma – prefers zoom, more efficient.

Cllr Foster – felt face to face meetings, when safe, should be resumed otherwise transfer everything online and consider shutting the office as a cost saving move.

Cllr Grant – noted government not currently doing face to face meetings and there was no change in democracy with the use of zoom. Shutting office would be a retrograde step.

It was unanimously agreed to review the situation in September and see how successful the vaccination programme was working and if all restrictions had been lifted.

In view of the ending of regulations on midnight 6<sup>th</sup> May which allowed for public meetings to be held virtually, it was **RESOLVED** to empower the clerk/RFO to do anything expedient and necessary to ensure the continuous business of the council and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. The officer will consult with the chairman and/or vice chairman in the decision making but the Town council must acknowledge that it is the officer that is the decision maker.

When face-to-face meetings are allowed or regulations for virtual meetings are in place, this delegated power will be reviewed and/or retracted.

The meeting ended at 7.30 pm.