

# **Annual Meeting & Mayor Making**

## **Wednesday 15<sup>th</sup> May 2024 commencing at 6:30pm at**

### **Carnforth Council Offices**

1. To receive apologies for absence
2. To confirm the Minutes of the last Annual Meeting on Wednesday 17<sup>th</sup> May 2023
3. To elect Town Mayor for the municipal year 2024/2025
4. To elect Deputy Mayor of the Town Council for the municipal year 2024/2025
5. To arrange signatures of Declaration of Acceptance of Office of Town Mayor and Deputy Town Mayor
6. To receive Declarations of Interest of Town Councillors
7. To consider for approval and publication the Carnforth Town Council Annual Report 2023/2024 (to follow)
8. To appoint membership of Carnforth Town Council Committees and working groups for the municipal year 2024/2025
9. To approve representation on outside bodies and groups for the municipal year 2024/2025
10. To consider the appointment of Internal Auditor for the municipal year 2024/2025
11. To review arrangements with other local authorities
12. To consider dates and times of Town Council and Committee Meetings for the municipal year 2024/2025

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

Bob Bailey, Town Clerk

10 May 2024

Tel: 07828 254 149; Email: [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)

Website: [www.carnforthtowncouncil.org](http://www.carnforthtowncouncil.org)



# Carnforth Town Council

## Annual Meeting & Mayor Making held at Carnforth Civic Hall on Wednesday 17<sup>th</sup> May 2023

**Present:** Councillor Grisenthwaite; Hanna; Jones; Laurence; Parker; Richmond and Roe

**In attendance:** Bob Bailey, Proper Officer; County Councillor Phillipa Williamson and one resident

- 1) **Apologies:** Apologies were received from Councillors Gardner, Smith and Turner
- 2) **Minutes of the previous Annual Meeting:** Minutes of the Annual Meeting held on Wednesday 18<sup>th</sup> May 2022 were approved.
- 3) **Election of Town Mayor:** Councillor Parker proposed, seconded by Councillor Hanna and carried unanimously that Councillor Grisenthwaite be elected Carnforth Town Mayor for the Municipal year 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

Councillor Grisenthwaite expressed his gratitude and pride at being elected Town Mayor and how much he was looking forward to a successful year for the Town Council and the local community. Councillor Grisenthwaite then took the Chair.

The Town Mayor congratulated Councillors on being elected to serve as Town Councillors for the next four years.

Councillors were asked to note that following the local elections there were two vacancies (one each for Carnforth Town and Crag Bank Ward) It was reported that the Finance and Governance Committee had considered in detail the process for co-option following an uncontested local election. This provides for an opportunity for the vacancies to be filled by co-option without the need for to give notice of the vacancies and therefore no statutory period for allowing the electorate to demand a by-election. Councillors were informed that although there is no requirement to give statutory notice of the vacancies, on the instruction of the Finance and Governance Committee, the Town Clerk published notices of vacancy on the Town Council's Website, Facebook and Notice boards to attract expressions of interest.

Councillors were asked to note that the law requires that such vacancies be filled within 35 days of the day of the election (excluding Saturdays, Sundays, bank holidays and days of public thanksgiving or mourning).

After some discussion it was **RESOLVED that the planned approach be endorsed and vacancies filled by co-option following an interview process.**

- 4) **Election of Deputy Town Mayor:** Councillor Roe proposed and Councillor Parker seconded and it was carried unanimously that Councillor Jones be elected Deputy Mayor for the Municipal year 2023 / 2-24. Councillor Jones expressed her thanks and was looking forward to continuing to work for the local community.
- 5) **Declaration of Acceptance of Office:** Councillors Grisenthwaite and Jones signed the Declaration of Acceptance of Officer forms.
- 6) **Declarations of Interests:** The Town Clerk, distributed Declaration of Interests forms to all Councillors for completion and return.
- 7) **Annual Report 2022/2023:** The Town Clerk presented the draft Annual Report covering the Town Council's activities for the year 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023 including: a report from the outgoing Town Mayor (Cllr Smith) , highlights and challenges of the last 12 months; a report from each Committee; and a forward looking report from the Town Mayor (Cllr Grisenthwaite) and commentary on the Carnforth Neighbourhood Plan recently adopted following a referendum. The Annual Report also sets out details of community benefit funds awarded; a list of all Town Council services and activities; a report on how the Council spent its money during 2022/23; contact details of elected Councillors and staff; Councillor attendance at meetings throughout the year and dates of meeting in the coming Municipal Year.

Several Councillors commented that the document was an excellent summary of how the Town Council had discharged its functions and managed its finances to deliver its objectives on the last year. The Town Clerk was thanked for his work in putting the report together.

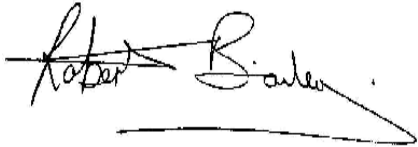
It was then **RESOLVED that the Annual Report for the Municipal year 2022/2023 be approved, presented at the Annual Town Assembly and published.**

- 8) **Committee Terms of Reference:** The Town Clerk presented the 8/7/8//7Terms of Reference for the Town Development & Planning Committee, Property & Environment Committee and Finance and Governance Committees (previously considered by each) which now incorporate the objectives set out in the adopted Carnforth Neighbourhood Plan.

After some comments, it was **RESOLVED that the Terms of Reference for each Committee be approved.**

- 9) **Committee Membership:** Subject to subsequent consideration by absent Councillors and vacancies the Town Council's committees for 2023/2024 will be as follows:
- a) **Property & Environment Committee:** Councillors Hanna, Laurence, Parker, Richmond and Roe;
  - b) **Finance & Governance:** Councillors Grisenthwaite, Hanna, Jones and Parker;
  - c) **Town Development Committee:** Councillors Hanna, Laurence, Parker, Turner and Roe;
- 10) **Election of officers and Representation on Outside Bodies:** Councillors considered and approved representatives on outside bodies, as set out below:
- a) **Carnforth Chamber of Trade:** Councillors Jones and Parker;
  - b) **2246 Squadron ATC Committee:** Councillors Grisenthwaite;
  - c) **Carnforth Station & Railway Trust:** Councillor Roe;
  - d) **Quarry Liaison Committees:** Councillor Parker;
  - e) **Carnforth Carnival Committee:** Councillor Jones;
  - f) **Carnforth Swimming Pool:** Councillor Grisenthwaite and Gardner
  - g) **1st Carnforth Scouts:** Councillor Laurence
  - h) **Carnforth & District Twinning Association:** Councillor Parker;
  - i) **Friends of Highfield Allotments:** Councillor Turner;
  - j) **Carnforth Integrated Care Community:** Councillors Grisenthwaite, Jones and Laurence;
  - k) **Friends of Crag Bank and Canal Park Play Area:** Councillor Turner.
- 11) **Internal Auditor:** It was proposed by Councillor Grisenthwaite, seconded by Councillor Hanna and approved unanimously that Derek Whiteway CPFA be appointed the Council's Internal Auditor for the municipal year 2023 / 2024
- 12) **Standing Orders & Financial Regulations:** It was proposed by Councillor Roe, seconded by Councillor Jones and approved unanimously that Standing Orders and Financial Regulations be approved and adopted.
- 13) **Asset Register:** Councillors considered and approved the register of Council assets as at 31<sup>st</sup> March 2023 with the Property & Environmental Committee given authority to review Council assets in detail during the financial year.
- 14) **Complaints Procedure:** Councillors considered and unanimously approved the Complaints Procedure as presented by the Town Clerk.

- 15) **Council and Committee Meetings:** The dates and times of the all Council and Committee meetings for the Municipal Year 2023 / 2024 were approved unanimously. The meeting closed at 7:45pm

A handwritten signature in black ink, appearing to read 'Bob Bailey', with a long horizontal flourish extending to the right.

Bob Bailey, Proper Officer

04 May 2024

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# Carnforth Town Council

## Meeting Dates for Municipal Year 2024/2025

| Month     | Town Council     | Town Development & Planning Committee | Property & Environment Committee | Finance & Governance Committee |
|-----------|------------------|---------------------------------------|----------------------------------|--------------------------------|
| May       | 15 <sup>th</sup> | 13 <sup>th</sup>                      | 7 <sup>th</sup>                  | 9 <sup>th</sup>                |
| June      | 19 <sup>th</sup> | 3 <sup>rd</sup>                       | 4 <sup>th</sup>                  | 13 <sup>th</sup>               |
| July      | 17 <sup>th</sup> | 1 <sup>st</sup>                       | 2 <sup>nd</sup>                  | 11 <sup>th</sup>               |
| August    | No meeting       | 5 <sup>th</sup>                       | 6 <sup>th</sup>                  | 8 <sup>th</sup>                |
| September | 18 <sup>th</sup> | 2 <sup>nd</sup>                       | 3 <sup>rd</sup>                  | 12 <sup>th</sup>               |
| October   | 16 <sup>th</sup> | 7 <sup>th</sup>                       | 1 <sup>st</sup>                  | 10 <sup>th</sup>               |
| November  | 20 <sup>th</sup> | 4 <sup>th</sup>                       | 5 <sup>th</sup>                  | 14 <sup>th</sup>               |
| December  | 18 <sup>th</sup> | 2 <sup>nd</sup>                       | 3 <sup>rd</sup>                  | 12 <sup>th</sup>               |
| January   | 15 <sup>th</sup> | 6 <sup>th</sup>                       | 7 <sup>th</sup>                  | 9 <sup>th</sup>                |
| February  | 19 <sup>th</sup> | 3 <sup>rd</sup>                       | 4 <sup>th</sup>                  | 13 <sup>th</sup>               |
| March     | 19 <sup>th</sup> | 3 <sup>rd</sup>                       | 4 <sup>th</sup>                  | 13 <sup>th</sup>               |
| April     | 16 <sup>th</sup> | 7 <sup>th</sup>                       | 1 <sup>st</sup>                  | 10 <sup>th</sup>               |

All meetings are **open to the press and public**

Any enquiries about Town Council and Committee meetings should be raised with the **Town Clerk & Responsible Finance Officer, Bob Bailey** in the first instance.

**Telephone: 07828 254 149**

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