

# Annual Meeting held Monday 18<sup>th</sup> May 2020

---

Northallerton Town Council  
Held 7 p.m., Via Tealink

In Attendance: Councillors: D Richardson (Chairman)  
P Atkin, G Cullen, P Eames, C Hutson, J Hutson, C Palmer, J Prest,  
J Forrest, C Young, P Cornfoot, K Bowler  
Officers: Locum clerk S McDonnell

<b>AM001</b>	<b>To receive nominations for and to elect the Mayor of Northallerton for 2020/21;</b>
	Nominations were invited for the position of Mayor. Councillor Atkin proposed Councillor Richardson and this was seconded by Councillor Eames. Cllr Richardson elected. The vote was 7 for, 2 against, 3 abstentions
Resolved:	Councillor Richardson is Mayor for 2020/21.
<b>AM/002</b>	<b>To receive the Mayor's declaration of acceptance of office</b>
Resolved:	The Mayor read out and signed and showed his acceptance of office. He thanked the Cllrs voting for him and said it was a great honour and privilege. Cllrs are keen to engage with members of the public, improve communications, and build stronger links with the communities we serve. We must focus on improving the town, even more so in the light of Covid19 epidemic. The Council needs to be open, transparent and in touch with the people of Northallerton. This is their council, their town, and we should do everything we possibly can to foster good relationships to allow the town to prosper.
<b>AM/003</b>	<b>To receive nominations for and to elect the Deputy Mayor of Northallerton for 2020/21:</b>
	Nominations were invited for the position of Deputy Mayor. Councillor Atkin proposed Councillor Eames and this was seconded by Councillor Richardson. The vote was 7 for, 2 against, 3 abstentions
Resolved:	That Councillor Eames is Deputy Mayor for 2020/21.
<b>AM/004</b>	<b>To receive the Deputy Mayors declaration of acceptance of office</b>
Resolved:	Cllr Eames read out and signed his acceptance of office and said he endorsed everything said by Cllr Richardson.
<b>AM/005</b>	<b>To receive apologies for absence:</b>
Resolved:	None to receive.
<b>AM/006</b>	<b>To receive declarations of interest from Councillors on Agenda Items:</b>
Resolved:	None received.
<b>AM/007</b>	<b>To receive requests for dispensation:</b>
Resolved:	None to receive.
<b>AM/008</b>	<b>Minutes of the Annual Meeting held on 13<sup>th</sup> May 2019 (previously circulated and approved by the Town Council)</b>
Resolved:	Received All In favour.
<b>AM/009</b>	<b>To receive and approve the minutes: Town Council 20<sup>th</sup> April 2020</b>
	Cllr Richardson objected to paragraph TC/309 as it was not representative of what was said and part of it was in a different typeface. Cllr Eames seconded the objection.
Resolved:	Town Council 20 <sup>th</sup> April 2020 are received but not approved. 10 in favour, 2 against. Clerk to amend minute TC/309, referring to her notes and recording of the meeting.
<b>AM/010</b>	<b>To receive and agree recommendations from EO Meeting 11<sup>th</sup> May 2020</b>
	Cllr Richardson stated there were 2 omissions from the last paragraph: On the Clerk's return to work she could not log on to the Finance system as her passwords had been changed and that current cheque books could not be found. Seconded by Cllr Atkin.
Resolved:	The minutes are received but not approved. 8 in favour, 3 against, 1 abstention. Clerk to amend last paragraph of minutes accordingly.

1

Chairman.....

Clerk .....

Dated .....

## Annual Meeting held Monday 18<sup>th</sup> May 2020

<b>AM/011</b>	<p><b>To receive and agree recommendations from Staffing Committee 11<sup>th</sup> May 2020</b></p> <p>Cllr Palmer asked to speak. She asked the Clerk if she had notes and a recording of the meeting, she replied she had both. Cllr Palmer said she would like to make a proposal. Cllr Forrest had stated at the April meeting that he wished to take a 3 weeks absence. During that time there were a number of issues she was responding to. Members are aware that on 5<sup>th</sup> May she and Cllr Forrest resigned from their roles as Mayor and Deputy. Cllr Forrest also resigned from the Staffing Committee. I supplied to Cllr J Hutson, as Vice Chair of Staffing Committee, 3 reports, including an 11 page update on current staffing matters, at the beginning of May. She and Cllr Forrest were informed by YLCA they had to remain in post until Annual Meeting. On 11<sup>th</sup> May she was unaware Cllr Forrest was not at Staffing Meeting until after it had started. This meant she could not attend the meeting as Deputy Ex Officio as she had not been summoned. Cllr Forrest and her had seen 2 very different sets of minutes from that meeting and believe it would be detrimental to the Council if the minutes were not amended to include the advice submitted within her 11 page report. Also it would cause unnecessary delays if matters not addressed until first Staffing Meeting of new council. Cllr J Hutson had apologised for the omission of the reports from the meeting and the change in the minutes which were an oversight. It would enable progress to be made on agenda items 6,7,10,12,13 and 14 of that Staffing Committee. She had e-mailed new Mayor requesting an EO meeting to consider these minutes, the recommendations, the resolutions and to give this Council chance to receive her reports and to progress some of the items the Staffing Committee were unable to progress. Proposed Council defer this item and there is a recorded named vote.</p>
Resolved:	Proposal to defer minutes to an EO meeting was accepted. In favour Cllrs Palmer, Cullen, Atkin, Cornfoot, Eames, C Hutson, J Hutson, Prest, Young, Forrest, Bowler and Richardson. All in favour.
<b>AM/012</b>	<b>To receive and agree recommendations from F &amp; GP Committee 11<sup>th</sup> May 2020</b>
Resolved:	Agreed, all in favour.
<b>AM/013</b>	<p><b>To consider all matters relating to Health and Safety and Health and Wellbeing of Northallerton Town Council:</b></p> <p><b>To discuss and agree staff working following government update on COVID 19</b></p> <p><b>To agree vehicle repairs as vehicle unsafe to drive and hire 2 smaller vehicles during repairs</b></p> <p>Lots to discuss here, proposed to defer item to EO meeting. Cllrs asked how long vehicle will be off road for? Cllr Atkin said disposal of vehicle discussed 3 years ago and may be a better option. Cllr Palmer proposed an amendment that all Amenities Staff receive update tomorrow.</p>
Resolved:	Deferred to EO meeting, but Cllr Richardson to contact all 3 Amenities staff tomorrow with update and ask how long vehicle will be off road for. All in favour.
<b>AM/014</b>	<b>To appoint representatives to the following Committees:</b>
Resolved:	That representatives are appointed to the Committees.
<b>AM/015</b>	<b>Staffing Committee (4 + 1 ex officio)</b>
Resolved:	Expressions of interest were invited for membership of the Committee Committee members for 2020/21 are Cllrs P Cornfoot, J Hutson, C Hutson, C young, plus Cllr D Richardson (ex officio).
<b>AM/016</b>	<b>Finance &amp; General Purposes Committee (3 + 2 ex officio)</b>
Resolved:	Expressions of interest were invited for membership of the Committee Committee members for 2020/21 are Cllrs P Cornfoot, J Hutson, C Hutson plus Cllrs D Richardson and P Eames (ex officio).
<b>AM/017</b>	<b>Grace Gardner Trust (3 + 2)</b>
Resolved:	Expressions of interest were invited for membership of the Trust. Trust Members for 2020/21 are Councillors C Hutson, J Hutson, C Young plus Councillors D Richardson and P Eames (ex officio)
<b>AM018</b>	<b>Joint Burial Committee (4)</b>
was	Membership of JBC is for 2 years, suggested that same 4 members continue for another year. Same 4 Committee Members as 2019/20 to remain in situ for 2020/21, namely Cllrs K Bowler, J

## Annual Meeting held Monday 18<sup>th</sup> May 2020

	Forrest, C Palmer, D Richardson. All in favour.
<b>AM/019</b>	<b>Events Working Group (3)</b> Expressions of interest were invited for membership of the Working Group
Resolved:	The working group are Councillors C Young, P Cornfoot and C Hutson.
<b>AM/020</b>	<b>Town Hall Working Group (2)</b> Expressions of interest were invited for membership of the Working Group
Resolved:	The current working group of Councillors P Eames and P Cornfoot to continue.
<b>AM/021</b>	<b>Amenities Working Group (3)</b> Expressions of interest were invited for membership of the Working Group
Resolved:	The working group are Councillors P Eames, C Young and D Richardson.
<b>AM/022</b>	<b>BON WORKING GROUP (1)</b> Cllr Atkin asked if this was Town Twinning, answer yes. He proposed that due to Brexit decision should be deferred to a later time. As Cllr Forrest is Chair of the group Cllr Atkin suggested that he continue as the representative.
Resolved:	Councillor J Forrest to continue as representative. The vote was 10 for, 2 against.
<b>AM/023</b>	<b>Hambleton Parish Liaison (2)</b> Expressions of interest were invited for membership of the committee
Resolved:	The representatives are Councillors D Richardson and C Young, all in favour.
<b>AM/024</b>	<b>YLCA Hambleton Area Meetings Representatives (2)</b> Expressions of interest were invited to represent the council
Resolved:	The representatives are Councillors C Hutson and C Young.
<b>AM/025</b>	<b>Northallerton and Villages Community Forum Representatives (2)</b> Expressions of interest were invited to represent the council
Resolved:	Councillors D Richardson and C Young were re-elected to represent the council.
<b>AM/026</b>	<b>To receive and agree AGAR 2018/19</b>
Resolved:	Defer item as no External Auditor comments available. All in favour.
<b>AM/027</b>	<b>To receive a report regarding Internal Audit</b>
Resolved:	Item deferred as no response received yet from the Clerk. All in favour.
<b>AM/028</b>	<b>To agree Annual Accounts time line</b> Cllr C Hutson raised that need to know if VAT return due 7 <sup>th</sup> May was submitted on time or not. Update needed from Cllrs Forrest and Palmer re accounts
Resolved:	Cllrs Richardson and Palmer to set up informal meeting as soon as possible to discuss, when Clerk has access to the IT system, with Cllr Forrest and Clerk also present. All in favour
<b>AM/029</b>	<b>To consider and agree rent increase for Knottobottom Allotments</b>
Resolved:	Rent increase agreed. All in favour.
<b>AM/030</b>	<b>To consider and agree if Town Council meeting to be held in August</b> Cllr Palmer said list of meeting dates less than 6 months old therefore to add additional meeting would breach Standing Orders but if considered urgent Members have discretion to hold an EO meeting in August
Resolved:	EO meeting to be held in August and added to list of meeting dates. All in favour.
<b>AM/031</b>	<b>To agree meeting dates 2020/21</b>
Resolved:	Meeting dates agreed but dates to be reviewed to ensure sufficient time for discussion, e.g. try to avoid having a meeting at 6 and another at 7 on same evening. All in favour.
<b>AM/032</b>	<b>To consider matters relating to Annual Report</b> Informal draft normally available for June meeting
Resolved:	Defer item until more information is known.
<b>AM/033</b>	<b>Correspondence</b> E-mail received from Clerk stating that Bedale TC are approaching HDC for additional funding for Parish Councils, through Govt funding, due to Covid19. Cllr Eames asked about the impact

## Annual Meeting held Monday 18<sup>th</sup> May 2020

	on NTC of loss of rental income and hall hire.																		
Resolved:	Clerk to compare last year's income from rentals and hall hire for April and May to this years' to give Cllrs an idea of lost income through Covid19, so that they can decide on course of action. All in favour.																		
<b>AM/034</b>	<b>To agree the Town Council Planning recommendations re tabled list 76</b>																		
Resolved:	Planning list not received due to the Clerk's absence, Clerk to forward it to Cllrs.																		
<b>AM/035</b>	<b>To agree to advertise for Honorary Citizen of Northallerton 2020</b>																		
Resolved:	All agreed.																		
<b>AM/036</b>	<p><b>To agree to advertise Town Council grants/donations for 2020</b>  <b>To agree donation to Northallerton Foodshare (£2,000 proposed)</b>  <b>To ratify donation to Yorkshire Scrubs £500</b></p> <p>Donations 2019/20 totalled £4000. Cllrs felt that Northallerton Foodshare was so important this year that they want to increase the proposed donation to £2,500 as a one-off.</p>																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Organisation</th> <th style="width: 15%;">20/21 granted</th> <th style="width: 45%;">Purpose of Grant</th> </tr> </thead> <tbody> <tr> <td>Northallerton Silver Band</td> <td style="text-align: right;">150.00</td> <td></td> </tr> <tr> <td>BON</td> <td style="text-align: right;">750.00</td> <td></td> </tr> <tr> <td>Allertonshire School</td> <td style="text-align: right;">50.00</td> <td></td> </tr> <tr> <td>Northallerton Tourist Information Centre</td> <td style="text-align: right;">500.00</td> <td>Day to day running costs</td> </tr> <tr> <td>Northallerton Carnival</td> <td style="text-align: right;">500.00</td> <td>Toilet hire, first aid cover, rolling road closure, street performers, publicity</td> </tr> </tbody> </table>	Organisation	20/21 granted	Purpose of Grant	Northallerton Silver Band	150.00		BON	750.00		Allertonshire School	50.00		Northallerton Tourist Information Centre	500.00	Day to day running costs	Northallerton Carnival	500.00	Toilet hire, first aid cover, rolling road closure, street performers, publicity
Organisation	20/21 granted	Purpose of Grant																	
Northallerton Silver Band	150.00																		
BON	750.00																		
Allertonshire School	50.00																		
Northallerton Tourist Information Centre	500.00	Day to day running costs																	
Northallerton Carnival	500.00	Toilet hire, first aid cover, rolling road closure, street performers, publicity																	
Resolved:	Agreed to advertise Town Council donations for 2020 as per above list plus, for this year only, £2,500 to Northallerton Foodshare and £500 to Yorkshire Scrubs. Vote was 8 for and 4 against. Donations budget to be reviewed at earliest opportunity. It was recognised that Cllrs Forrest and Bowler had technical difficulties at the meeting but this had no impact on the votes.																		
<b>AM/037</b>	<p><b>REQUESTS TO OBTAIN OR PRESENT INFORMATION</b> – Items being notified to the Town Mayor and Town Clerk prior to the start of the meeting and being of an informative nature only, not able to be dealt with by the office and not resulting in policy decisions or financial implications for the Town Council.</p> <p>Cllr Palmer had e-mailed the Clerk and Mrs S McDonnell in advance of the meeting to state that she intended to present a statement tonight jointly prepared by herself and Cllr Forrest. She said: Due to both Councillor Forrest and I both believing that we had not been given sufficient opportunity to prepare a full response to the motion of no – confidence considered by this Council on the 11th May 2020 we reserved the right to submit statements tonight.</p> <p>The motion of no-confidence put before this Council contained a number of allegations that we wish to respond to this evening namely:</p> <ul style="list-style-type: none"> <li>• Mayors Public Statement</li> <li>• Business is rushed</li> <li>• Over formalised meetings</li> <li>• References to procedures and precedents</li> <li>• Ongoing employee issues</li> <li>• More productive relations with other groups</li> </ul> <p>In the meeting of 16th March 2020, agenda item 3, the Mayor made a public statement. Part of the statement said Councillor Forrest quoted advice given to him by YLCA on the importance of considering when to make a declaration of interest in relation to business due to be transacted to ensure that the council is not compromised in any way. It is unfortunate that Councillor Forrest has needed to re-iterate this advice a number of times over the course of the year, but he has done so with good intentions. In the same report Cllr Forrest made comments regarding his thoughts on the year. Cllr Forrest started this part of his statement by saying he had been asked</p>																		

## Annual Meeting held Monday 18<sup>th</sup> May 2020

to be Mayor as we had a number of new councillors, he went on to say that thinking with the new members we could really move this council forward, and then referenced the comments to this being his worst year. It is regrettable that these comments in delivery have been misinterpreted and attributed to being direct criticism solely in relation to the new Councillors which was not Councillor Forrest's intention. It was intended as an overview of his feelings at that time.

At the same meeting of the Council, Agenda item 5, this Council agreed that:

The Council will not meet for 3 months due to Coronavirus outbreak. Decisions in the meantime will be made by the Chair, Vice Chair and Clerk. All in favour

We find this odd when put into context the timeline of that meeting that an item is considered deeply offensive and disrespectful after the meeting and resulted at a later date for 7 Councillors to vote in support of a vote of no confidence. On the evening the statement was made, only 2 Agenda items later, all of the Councillors chose to support the proposal for delegated authority.

Regarding the allegation that business is rushed, we again feel that this is not an accurate representation. In recent months there has been a number of meetings where we have both been in attendance until the meeting was closed. These meetings have been often been prolonged. With the exception of 1 Councillor who we acknowledge left meetings early due to declaring a dispensation there are 5 other councillors who voted in support of the no confidence motion who have left one or more of the meetings before the completion of business between 4th February and 16th March 2020.

We are aware that from meetings of the Staffing Committee that have already taken place this year: Councillor Palmer as deputy ex-officio, and in Councillor Forrest's absence, was requested to attend the Staffing Committee Meeting held on 27th January. This meeting needed to be adjourned before the completion of the business because a following meeting was scheduled to take place the same night. The intention had been to re-convene the meeting immediately after the conclusion of the 2nd meeting, however it was deemed too late to continue. The following day a meeting was confirmed at 4.40pm to re-commence that evening at 6pm. Councillor Palmer was informed 15 minutes before that was cancelled. She liaised with the other members of the Committee to raise concerns as she had already been receiving requests for updates for items that had not been considered due to the adjournment and this meeting was not concluded until 31st January. The meeting of 11th May is showing as closed at 18.52. F&GP were due to convene at 7pm the same evening. As highlighted this evening reports submitted for consideration were unfortunately not received and we believe that if they had been considered alongside the agenda items they related to it would not have been possible to conclude the business in the allotted time. We would like it noted that a proposed list of meeting dates was put before this Council in February and it is our understanding that list was created to take into account a natural flow of business from Committees to Full Council which we both accept is a practical and constructive order to proceed with. If business is considered rushed we would countermand that when 12 of the 15 dates submitted to this Council allow only 1 hour for business to be transacted at meetings of the Staffing Committee why did this Council vote in favour to accept the list?

Allegations to meetings being over formalised and new councillors being discouraged from participating by constant references to procedures and precedent we feel are in unfortunate circumstances and are not something that should be directly attributed as a fault to us. On accepting office Councillors are issued with an Induction Pack. Contained within that pack are guides to the role of the Council, Standing Orders, Code of Conduct, Financial Regulations, other legal notices and adopted policies of the Council and Terms of Reference. These are documents that the Council are expected to abide by, and in not doing so can leave the Council compromised. It is not within our remit to decide which will and will not be adhered to. This has been a particularly hard year due to the nature of the business being dealt with. We appreciate that at times the application of procedures, policies and precedents has been frustrating but when the need has been to remind Councillors this has been done with the right intentions and wherever possible attempts to seek an acceptable compromise i.e. agenda items for the April

## Annual Meeting held Monday 18<sup>th</sup> May 2020

---

	meeting..... The Mayor stopped Cllr Palmer from continuing with the joint statement due to time constraints, Cllr Palmer wishes it to be noted that this council has not given herself and Cllr Forrest the right to respond despite the correct procedures being followed and Cllrs being given notice of it. She also has 3 statements from Community Groups offering support to herself and Cllr Forrest.
Resolved:	Cllr Palmer circulates the joint statement in full to all Councillors.
<b>AM/038</b>	<b>To receive and agree update on staffing issues</b>
Resolved:	The item was due to be taken in private session but due to time constraints it was agreed to defer it to the EO meeting to be convened shortly. All in favour.

Meeting Closed at 9.27 pm