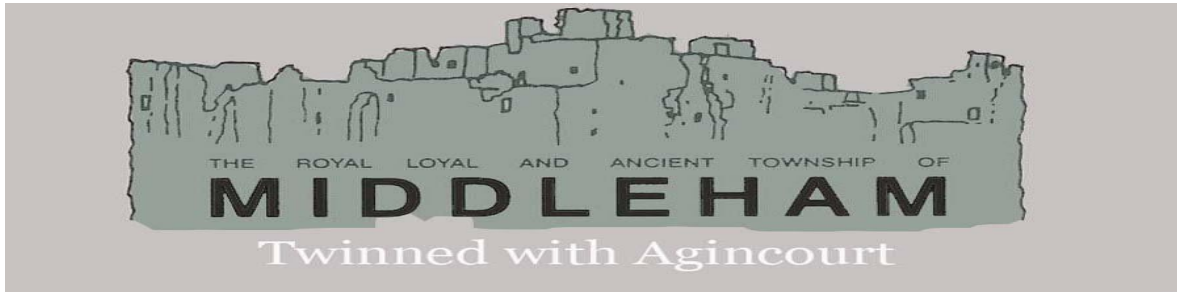


Minutes of the Annual Meeting of the Council held in the Garden Room, Middleham Key Centre on Wednesday 22nd May 2024 at 6.30pm.

- 24. 134 The Election of Chairman and Declaration** – Cllr Honor Byford was elected as Chairman and Mayor of the Town Council.
- 24. 135 Declaration of Acceptance of Office** – Cllr Honor Byford officially declared acceptance of Office and duly signed the acceptance of office as the Chairman and Mayor of Middleham Town Council.
- 24. 136 Apologies** – Apologies received from Cllr S Watson and reasons for absence approved.
- 24. 137 Declarations of Interest and Dispensations** – None.
- 24. 138 Election of Vice Chair (Deputy Chairman)** – Cllr Sam Mashford was elected as Vice-Chairman of the Town Council.
- 24. 139 Minutes of the Annual meeting of the Council 25th May 2023** – approved.
- 24. 140 Committee Membership** – The Council resolved to appoint members to its Committees as follows:
- a. Staffing Committee - Cllr D Palethorpe, Cllr L Skelton and Cllr R Lappin Smith
 - b. Key Centre Sustainability Committee – Cllr S Mashford, Cllr H Byford and Cllr S Watson.
- 24. 141 Terms of Reference for Committees** – The Terms of Reference were reviewed and adopted for the following Committees:
- a. Staffing Committee
 - b. Key Centre Sustainability Committee
- 24. 142 Policy Reviews and Adoption** – Review the Councils policies and adoption of appropriate Standing Orders and Financial Regulations;
- a. Standing Orders – reviewed and adopted
 - b. Financial Regulations – reviewed and adopted
- 24. 143 Appointments to External Organisations** – The Council resolved to appoint members to represent the Council on external bodies and report back to the Council as necessary, as follows:
- a. YLCA Branch Meeting Representative - Cllr L Skelton, Ms R Hurst Clerk
 - b. Leyburn and Middleham Community Partnership – Cllr D Palethorpe with Cllr L Skelton deputising as needed
 - c. Racing Welfare Community Advisory Group - Cllr S Mashford
 - d. River Ure Action Group - Cllr D Palethorpe
- 24. 144 Finance**
- a. **Confirmation of Bank Signatories** – It was resolved that the signatories be approved as Cllr L Skelton, Cllr D Palethorpe, Cllr H Byford and Ms R Hurst as Responsible Finance Officer.



- b. **Regular Payments List** – the Council reviewed and approved the Regular Payments List in accordance with Financial Regulations 6.5 and 6.6.
- c. **Direct Debits** – It was resolved to approve the following Direct Debits:
 - I. Information Commissioners Office
 - II. Coorecom
 - III. Sage Payroll
 - IV. NEST Pensions

24. 145 Meetings Schedule for 2024-25 - The Council determined and agreed the time and place of Ordinary meetings of the Council up to and including the next Annual meeting of the Council as follows:

Wednesday 26th June 2024 Town Council Meeting
Wednesday 31st July 2024 Town Council Meeting
Wednesday 25th September 2024 Town Council Meeting
Wednesday 30th October 2024 Town Council Meeting
Wednesday 27th November 2024 Town Council Meeting
Wednesday 18th December 2024 Provisional Town Council Meeting
Wednesday 29th January 2025 Town Council Meeting
Wednesday 26th February 2025 Town Council Meeting
Wednesday 26th March 2025 Town Council Meeting
Wednesday 30th April 2025 Town Council Meeting
Wednesday 14th May 2025 Annual Parish/Town Meeting
Wednesday 28th May 2025 Annual Meeting of the Council/Full Council Meeting