



Driffield Town Council

COUNCIL OFFICE

2-4 Market Walk, Driffield, East Yorkshire, YO25 6BW

Telephone: (01377) 254160

THE ANNUAL GENERAL MEETING OF THE DRIFFIELD TOWN COUNCIL WILL TAKE PLACE ON TUESDAY MAY 14th 2019 COMMENCING AT 7.00pm IN THE COUNCIL CHAMBER OF THE COMMUNITY CENTRE, MILL STREET, DRIFFIELD.

All members of Council are hereby summoned to attend this meeting: Cllr M Rogers, Cllr S Starrett, Cllr P Rounding, Cllr M Blakeston, Cllr Mrs J Fletcher, Cllr T Watson, Cllr A Croft, Cllr Miss G Lucas, Cllr G Helliwell and Cllr K Stack.

Risk Assessment and Recording of Meetings

AGENDA

1. Election of Chair (Mayor)
2. Execution of the Mayor's Declaration of Acceptance of Office
3. Election of Vice Chair (Deputy Mayor)
4. Apologies for Absence
5. Receipt of Attendance Figures by Members for the previous year (enc)
6. Resolution of Monthly Meetings of the Town Council
7. Resolution for the formation of Standing Committees – the number of each Standing Committee is in brackets – the Mayor is Ex Officio member of (a) to (i) committees
 - (a) Planning Committee (maximum 6)
 - (b) CCTV Committee (minimum of 4 maximum of 6)
 - (c) Allotments Committee (minimum of 4 maximum of 6)
 - (d) Environment Committee (minimum of 4 maximum of 6)
 - (e) Market Committee (minimum of 4 maximum of 6)
 - (f) Events & Bonfire Committee (minimum of 4 maximum of 6)
 - (g) Properties and Assets Committee (minimum of 4 maximum of 6)
 - (h) Personnel Committee (4) (not to include the Mayor or Deputy)
 - (i) Grievance Committee (3) (not to include the Mayor or Deputy)
8. Resolution for councillors to be appointed to Committees formed.
9. Resolution for appointment of councillors to the Working Groups that may arise over the council year
10. To Appoint Delegates:
 - (a) ERNLLCA
 - (b) DNAA
 - (c) Community Centre Management Committee (plus substitute)
 - (d) Driffield Partnership Board (plus substitute) plus
 - (e) Twinning Association (Mayor automatically President)
 - (f) Yorkshire Coast Community Rail Partnership

- (g) Driffield Youth Action
 - (h) Driffield Children's Centre
 - (i) Driffield Canal Steering Group
 - (j) Transport Champion
11. To appoint the Responsible Financial Officer
 12. To appoint four members of the Town Council to be authorised to sign cheques on the council's behalf, and to agree two signatures are required to validate cheques
 13. Questions, Matters of Accuracy and Observations on the Full Town Council minutes of April 4th 2019 (enclosed)
 14. Adoption of the Full Town Council Minutes of April 4th 2019 (enc)
 15. Responsible Financial Officers Report (enclosed)
 16. Highways
 17. Adoption of the Minutes:
 - (a) Personnel Minutes of April 4th 2019 (enc)
 - (b) Planning Minutes of April 9th 2019 (enc)
 - (c) Environment Minutes of April 9th 2019 (enc)
 18. Temporary Closure of the Meeting for Post Council Public Review
 19. Meeting re-opens
 20. Delegates Reports
 21. Date of Next Meeting: Mayor Making Tuesday May 21st 2019/next ordinary meeting Tuesday June 4th 2019

Claire Binnington
 Town Clerk
 Dated this 9th day of May 2019

Correspondence:

ERNLLCA – Election of representatives
 ERNLLCA – Newsletter (emailed last week)

Mayors Engagements:

Market Weighton Civic Service	14 th April
Anzac Memorial – Remembrance Gardens	25 th April
Hornsea Civic Service	28 th April