

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE DRIFFIELD TOWN COUNCIL  
HELD ON TUESDAY MAY 3<sup>rd</sup> 2022 IN THE COUNCIL CHAMBER, COMMUNITY  
CENTRE, DRIFFIELD.**

**Present:** Councillors J Fletcher, P Rounding, M Blakeston, G Lucas, M Rogers, K Stack, A Croft, T Watson, G Helliwell, A Coleman, F Smith M Garrard, S Fletcher and the Town Clerk Mrs C. Binnington.

**01/22 Election of Chair:**

Cllr M Blakeston was proposed by Cllr M Rogers and seconded by Cllr G Helliwell and was **duly elected** Mayor/Chair with all in favour.

The Mayor signed his Acceptance of Office. The Mayoral Charities will be DNT and Yorkshire Wolds Railway.

**02/22 Election of Vice Chair:**

Cllr G Helliwell was proposed by Cllr M Blakeston and seconded by Cllr G Lucas and was **duly elected** Vice Chair with all in favour.

**03/22 Apologies for Absence:**

Cllr P Stocker and Cllr S Starrett.

**04/22 Co-Option for West Ward Vacancy:**

Cllr R Livingstone was co-opted to the council with all in favour and signed her declaration of acceptance of office and joined the table.

**05/22 Resolution of Monthly Meetings by the Council:**

It was **agreed** the town council meet on the first Tuesday of the month at 7.30pm with exception of August.

**06/22 Resolution for the Formation of Standing Committees:**

It was **agreed** with all in favour that the following standing committees be formed for the following year:

**The Personnel Committee** shall meet on a monthly basis at times agreed by members with the exception of August.

**The Planning Committee** shall meet on the second Tuesday of the month with the exception of August.

**The Environment Committee** shall meet monthly on a date agreed by members with the exception of August.

**The CCTV Committee** shall meet on the last Thursday of the month with the exception of August and December.

**The Allotment Committee** shall meet four times a year – in January, March, June and October.

**The Market Committee** shall meet on a quarterly basis.

**The Events Committee** will meet when deemed necessary to arrange events.

**The Properties and Asset Committee** will meet on a quarterly basis.

It was **agreed** there be no meetings in August.

**07/22**

**Membership of the Standing Committees:**

**(a) Appointment of Councillors to Standing Committees:**

(i) Planning Committee.

Miss G Lucas  
Mr F Smith  
Mr M Garrard  
Mr M Rogers  
Mr T Watson  
Mrs R Livingstone

Were **agreed** as the members of the Planning Committee.

(ii) CCTV Committee.

Mr P Rounding  
Mrs J Fletcher  
Mr F Smith  
Mr M Garrard  
Mrs G Helliwell

Were **agreed** as the members of the CCTV Committee.

(iii) Allotment Committee:

Mrs G Helliwell  
Miss G Lucas  
Mr A Coleman  
Mr M Rogers  
Mrs R Livingstone

Were **agreed** as the members of the Allotment committee.

(iv) Environment Committee:

Mr F Smith  
Miss G Lucas  
Mrs G Helliwell  
Mr T Watson  
Mr S Fletcher  
Mr A Coleman

Were **agreed** as the members of the Environment Committee.

(vi) Market Committee:

Mr M Garrard  
Mr S Fletcher  
Mr S Starrett  
Mrs G Helliwell  
Mrs J Fletcher

Were **agreed** as members of the Market Committee.

(vii) Events Committee:

Mr K Stack

Mrs G Helliwell  
Mrs R Livingstone  
Mr S Starrett  
Mr P Rounding  
Mr T Watson

Were **agreed** as members of the Events Committee.

(viii) Personnel Committee: Mr M Rogers  
Miss G Lucas  
Mr P Rounding  
Mr A Coleman

Were **agreed** as the members of the Personnel committee.

(ix) Grievance Committee: Mrs R Livingstone  
Mr S Fletcher  
Mr K Stack

Were **agreed** as the members of the Grievance committee.

(xi) Properties and Asset Committee: Mr P Rounding  
Mrs J Fletcher  
Mr F Smith  
Mr M Rogers  
Miss G Lucas  
Mr S Fletcher (s)

Were **agreed** as the members of the Properties and Assets Committee.

The above members of the committees were agreed.

**(b) Appointment of Councillors to Working Groups as and when required throughout the year:**

This was **agreed** with all in favour.

**(c) Appointment of Delegates:**

(i) ERNLLCA	Mrs J Fletcher Vacancy
(ii) CCMC	Mr P Rounding Vacancy
(iii) Yorkshire Coast Community Rail Partnership	Miss G Lucas
(iv) Driffield Youth Action	Mr P Rounding Mr J Fletcher
(v) Children's Centre	Mrs R Livingstone

(vi) Healthy Towns Alfred Bean Project Group    Mr M Blakeston

The delegates were agreed.

**08/22            Responsible Financial Officer:**

It was agreed the clerk, Mrs Claire Binnington be the Responsible Financial Officer.

**09/22            Cheque Signatories:**

The following were agreed as persons authorised to sign cheques and authorise wage payments for the coming year with 14 in favour and 1 abstention.

Mrs G Helliwell  
Mr K Stack  
Mrs J Fletcher  
Mr M Rogers

**10/22            Questions, Matters of Accuracy & Observations on the full town council minutes of April 5<sup>th</sup> 2022:**

There were none.

**Adoption of the full town council minutes of April 5<sup>th</sup> 2022:**

The minutes were adopted with all in favour.

**11/22            Clerks Update:**

Nothing that was not on the agenda.

**12/22            TCO and EFO Reports:**

The reports were received and acknowledged.

**13/22            Alfred Bean Healthy Towns Project Group Update:**

Cllr M Blakeston reported that there had been no meeting since the last full town council meeting.

**14/22            Driffield Youth Action Update:**

Cllr P Rounding reported that the two new Youth Development Officers had started work on April 25<sup>th</sup> 2022 and were now establishing their roles.

**15/22            To consider a request from a Ukranian refugee who would like to use the crest on a hoodie as a memento of the town:**

It was agreed with all in favour.

**16/22            To consider a resolution to increase the mobile phone allowance for staff to £13 per month:**

This was agreed with all in favour.

**17/22 To agree the donation to the Children's Outing Fund already in the budget:**

The donation of £1500 was agreed with all in favour. As it was the centenary year of the trip day it was suggested that attendance numbers be sought and thoughts made to the town council providing some kind of lasting memento.

**18/22 To consider the Annual Governance Statement Assertions:**

The annual governance statement assertions were agreed with 15 in favour and 1 abstention.

**19/22 To consider a donation from the Small Grant Fund to the Driffeld Charity Golf Day:**

A donation of £50 was agreed with 13 in favour and 2 abstentions.

**20/22 Adoption of the Personnel Committee Minutes of April 5<sup>th</sup> 2022:**

Cllr P Rounding presented the minutes for adoption.

The minutes were adopted with all in favour.

**21/22 Responsible Financial Officers Report:**

The RFO and accompanying reconciliations and reports were agreed with all in favour.

**22/22 Highways:**

Cllr P Rounding reported that a road sweeper had been seen at The Horseshoe.

**23/22 Temporary closure of the meeting for public discussion and comment:**

Cllr M Rogers asked if the Mayoral boards and photographs could be updated and the at Mayors Consort chains be remodelled. He also commented on his day with Scouts at the Showground as Mayor.

**24/22 The Meeting re-opens**

**25/22 Delegate Reports:**

There were none.

**26/22 Date of Next Meeting:**

Tuesday June 7<sup>th</sup> 2022.

The meeting closed at 8.00pm.

..... Signed

..... Dated