

REPORT OF THE ANNUAL MEETING OF THE COUNCIL HELD REMOTELY USING MICROSOFT TEAMS on 8<sup>th</sup> September 2020 at 7pm.

Meeting ID: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZGExNWY1N2ltZGI3Mi00ZTFmLTgwN2Q0tYTc00TAzZTVlOTU0%40thread.v2/0?context=%7b%22Tid%22%3a%2244d6972e-dd40-4139-933c-7bae50d18893%22%2c%220id%22%3a%22eea254e5-6a58-4fe2-ad08-a0e3140d0142%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGExNWY1N2ltZGI3Mi00ZTFmLTgwN2Q0tYTc00TAzZTVlOTU0%40thread.v2/0?context=%7b%22Tid%22%3a%2244d6972e-dd40-4139-933c-7bae50d18893%22%2c%220id%22%3a%22eea254e5-6a58-4fe2-ad08-a0e3140d0142%22%7d)

Present: Cllrs. Craig Ellis, Susan Durant, Mark Houlbrook, Mark Phillips, Janet Phillips, Stephen Heptinstall, Amie Knott

4 members of the public. 1 member of the press.

3562. ELECTION OF MAYOR AND CHAIR FOR REMAINDER OF CIVIC YEAR

**RESOLVED** to appoint Cllr. Craig Ellis as the Mayor and Chair of Thorne Moorends Town Council for the remainder of the civic year.

3563. ELECTION OF DEPUTY CHAIR FOR REMAINDER OF CIVIC YEAR

**RESOLVED** to appoint Cllr. Susan Durant as the Deputy Mayor and Vice Chair of Thorne Moorends Town Council for the remainder of the civic year.

3564. OUTGOING MAYORS ADDRESS

Cllr. Mark Houlbrook confirmed his thanks and gratitude for the support he had received in his 18 months as Mayor. He reflected on a number of highlights of his time as Mayor and identified the various groups he had supported. He also highlighted the challenging times being flooding in the area and Covid 19 but was heartened by the response of the community and local volunteers in dealing with those challenges.

A number of other Councillors sought to thank Mark his work and efforts during his time as Mayor.

3565. APOLOGIES

Apologies were received from:

Cllr. T. Brooks  
Cllr. D Knight  
Cllr. J. Blackham  
Cllr. C. Blackham

**RESOLVED:** That the apologies be accepted.

3566. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations.

3567 MINUTES

Consideration was given to signing the minutes of the Council Meeting held on Wednesday 19<sup>th</sup> August 2020. It was noted that Cllr. Amie Knott was present but had not been noted as so in the minutes.

## 4503

**RESOLVED:** That the minutes be signed and accepted as a true record subject to Cllr. Knott being added as present.

### 3568. MATTERS RAISED BY THE PUBLIC

There were no matters raised by the members of the public present.

### 3569. STRUCTURE AND FUNCTIONS

Members reviewed the Councils Structure and Functions document and noted that the Clerk is happy with its existing format. Members also reviewed the existing committee and working group appointments.

**RESOLVED** to continue with the existing structure and functions and to make the following changes to the committee and working group appointments.

- Cllr. Alan Cuttell to be removed by the events working group and replaced with Cllr. Stephen Heptinstall.

### 3570. EXTERNAL BODY REPRESENTATION

**RESOLVED** that the appointments continue

### 3571. STANDING ORDERS

The Clerk outlined the document and its purpose and made reference to some of the change he is seeking to make.

Cllr. Durant suggested adding flooding as an example of an event where emergency spending powers might be required by the Clerk.

It was also suggested that the Mayor be made an ex-officio member of all committees and working groups so that they maintain an overview of the Councils wider affairs and undertakings.

**RESOLVED** to adopt the changes proposed by the Clerk, but also adding reference to flooding and adding provision for the Mayor to be an ex officio member of all committees and working groups.

### 3572. FINANCIAL REGULATIONS

The Clerk outlined the detail of his proposed changes to the document which members noted. A member made some enquiries as to processes for enhanced member involvement in approving the payment and general financial processes which the Clerk explained.

**RESOLVED** to adopt the Financial Regulations with the changes recommended by the Clerk.

### 3573. REVIEW OF INTERNAL CONTROLS

The Clerk explained the content of the review to members and its context as part of wider risk management and audit requirements.

**RESOLVED** to note and adopt the review of internal controls.

### 3574. MEETING CONTENT FOR VIRTUAL MEETINGS

The Clerk outlined the content of his report. Members were concerned about excluding financial reports from the Agenda and feel it to be important governance to retain it on the Agenda.

**4504**

**RESOLVED** that the Clerks report and planning be omitted from Agendas for the time being to help catch up with a backlog of agenda items but that finance reports will remain.