



**Extraordinary Full Council 29th of April –
Preparations for Annual Meeting and Forward Plan**

1 Introduction

Please find information in this document on all of the following:

- Election of Mayor
- Meeting Dates
- Cttee Memberships
- Outside Body Representatives
- Reviews of Standing Orders, Financial Regulations and Other Policies
- Audit Objections

2 Election of Mayor

As per usual due process, at the Annual Meeting each candidate will need a proposer and a seconder and then a vote will follow on all eligible nominated candidates.

3 Meeting Dates – Proposed

Please find below a table that sets out the dates of meetings this year and the proposed dates for 25/26. This will be considered at the Annual Meeting.

MEETING	24/25 DATES	25/26 PROPOSED
Full Council	25/6/24 [AGAR]	24/6/25 [AGAR]
	2/7/24	1/7/25
	10/9/24	9/9/25
	5/11/24	4/11/25
	14/1/25 [BUDGET]	13/1/26 [BUDGET]
	4/3/25	3/3/26
	13/5/25 [ANNUAL]	12/5/26 [ANNUAL]
FP and GP	4/6/24	3/6/25
	6/8/24	5/8/25
	8/10/24	7/10/25
	3/12/24	2/12/25
	4/2/25	3/2/26
	8/4/25	7/4/26
Art Gallery	21/5/24	27/5/25
	16/7/24	15/7/25
	19/11/24	18/11/25
	18/3/25	17/3/26
Planning and Licensing	11/6/24	17/6/25
[suggest monthly-	25/6/24	22/7/25
12 meetings held 24/25]	9/7/24	26/8/25
	10/9/24	23/9/25
	24/9/24	21/10/25
	29/10/24	18/11/25
	12/11/24	16/12/25
	28/1/25	20/1/26
	26/2/25	24/2/26
	25/3/25	24/3/26
	29/4/25	21/4/26
Joint Management Cttee	11/6/24	10/6/25
	17/9/24	16/9/25
	21/1/25	20/1/26
Town Development	20/6/24	17/6/25
	13/8/24	12/8/25
	29/10/24	28/10/25
	17/12/24	9/12/25
	18/2/25	17/2/26
	6/5/25	5/5/26
Human Resources	25/6/24	24/6/25
	8/8/24	19/8/25
		11/11/25

	12/2/25	10/2/26
Harbour		29/7/25
	19/11/24	25/11/24
	18/3/25	10/3/26
Town Assembly	May 25	19/5/26

4 Cttee Memberships

Please find below the current position for each Cttee:

MEETING AND NUMBERS ALLOWED	CURRENT MEMBERS AND SUBS
FP and GP [7]	Abbott Barnett Coughlan Dalrymple [ex-off] Hartson Nock Turner Wild [7 plus ex officio mayor] Subs: Layman Riddolls [2]
Human Resources [7]	Abbott Brown Coughlan Dalrymple Riddolls Smith Wild [7]
Joint Management [Nine councillors to include the Chair of the Finance & Gen Purposes Committee, the Chair of the Human Resources Committee, 7 members of the PAG Committee]	Brown Coughlan Dalrymple Mulheran Nock Riddolls Turner Wild [8]
Art Gallery [Seven councillors, which will be 7 of the 9 councillor members of the Pannett Art Gallery and Museum Joint Management Committee]	Brown Coughlan Dalrymple Mulheran Riddolls Turner Wild [7]

TD and I [7]	Brown Coughlan Harston Layman Mulheran Riddolls Smith S[7] Sub: Smith A [1]
Planning and Licensing [7]	Bolton Dalrymple Harston Mulheran [4]
Harbour [7]	Layman Redfern Riddolls Smith A [4]

Action for Cllrs:

Ahead of the Annual Meeting, all Cllrs are asked to contact the Clerk if they wish to make changes i.e. resign from a Cttee or Sub-Cttee or join a Cttee or Sub-Cttee.

It should be noted that membership of both Planning/Licensing and Harbour are low, and so it is hoped more Cllrs will stand for these at the Annual Meeting. In particular, a number of P/L meetings were cancelled this year because of a lack of quorum, and the opportunity to comment on local planning applications is a key role of the Council.

Harbour

The Harbour Cttee have decided that they would like Full Council to appoint non-Cllrs to this Cttee if there are vacant places.

The motion passed by the Harbour Cttee is as follows:

RESOLVED to consider inviting interested members of the public to submit their names for possible inclusion on the Committee, in accordance with Standing Order 4b, if places cannot be filled by Cllrs. The applicants will be advised they do not have voting rights and their individual selection would be subject to a vote by Council.

This will be considered at the Annual Meeting.

5 Outside Body Appointments

Please see below for a table showing the current position

OUTSIDE BODY	CURRENT CLLRS
Emergency Plan Working Party [Town Development and Improvement]	Cllrs Brown, Smith S, Wild
Town Hall and Market Working Group [Town Development and Improvement]	Cllrs Dalrymple, Harston, Nock
Whitby in Bloom [4]	Cllrs Dalrymple, Harston, Wild
Friends of Pan Park Manage Group [2]	Cllrs Coughlan, Dalrymple
YLCA [2+]	Cllrs Turner, Wild
NY Moors Nat Park Coastal Area Forum [2]	Cllrs Nock, Wild
Esk Valley Railway [1]	Cllr Harston
Harbour Users Consultative [Harbour] [1]	Cllr Redfern
Woodsmith Project Liaison Group [1]	Cllr Wild
S106 York Potash Steer Group	Cllr Smith S
S106 Funding Group	Cllr Coughlan

Actions for Cllrs:

Ahead of the Annual Meeting, Cllrs are asked to contact the Clerk about changes to this list i.e. to stand down from any commitments, or to offer to take on new commitments.

6 Programme of Policy Review

At the Annual Meeting, the Council will be asked to confirm adoption of the Standing Orders, Finance Regs, Terms of Reference and Scheme of Delegation, and Policies.

It will be proposed that the current versions are adopted for 25/26, but on the understanding that there is a comprehensive review of these during the 25/26 year.

Plans to review each main area of policy are as follows:

- a. Standing Orders - changes will be considered by Full Council in the summer. This will include reference to the NALC Model Standing Orders.
- b. Finance Regulations – the June Full Council will be asked to consider any changes including consideration of the NALC Model Financial Regulations.
- c. Terms of Reference and Scheme of delegation – these will be considered by FP and GP during the year, with recommendations made to Full Council.

- d. Employment Policies – these will be reviewed by the HR Cttee during the year, with recommendations made to Full Council.
- e. Other Policies – once the above work has been completed, a timetable to review the remaining Council policies will be confirmed.

So, as can be seen, a comprehensive and incremental approach is planned so that this work is completed during the 25/26 year. This will give both the opportunity for Cllrs to suggest changes and the time for Cllrs to carefully consider possible changes and implement them.

7 Audit Objections

The auditors have been hard at work, working their way through the objections.

Once this is completed, the Council will consider any recommendations they make. It is hoped to do this at the June Full Council, provided the auditors have made the necessary progress.

This builds on work undertaken to meet previous recommendations, such as considering the level of reserves when setting the budget and making sure that Charity Commission returns are made on time.

8 Conclusion

This document has summarised the key work to be undertaken at the Annual Meeting in May, and subsequent work to review policies and implement audit recommendations.

It's important to take these steps in our governance and also provide some clarity on what will happen and when.