



**ILKLEY PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF ILKLEY PARISH COUNCIL**  
**HELD IN THE COUNCIL CHAMBER OF ILKLEY TOWN HALL ON**  
**MONDAY 15<sup>th</sup> MAY 2017 AT 7.30 PM**

**Those present:**

**Councillors:** Councillor K Butler, Councillor S Butler, Councillor S Cuthbertson, Councillor M Gibbons, Councillor S MacPherson, Councillor L Packett, Councillor B Mann, Councillor M Ridgway, Councillor J Souter, Councillor M Stidworthy and Councillor A Walbank

**Officers:** Mrs Clare Smith, Mrs Louise Close and Mrs Margaret Maw

The Chairman, Councillor Brian Mann, welcomed the Deputy Lieutenant of West Yorkshire, Councillors and guests. Councillor Mann said he has been honoured and privileged to have been Chairman of Ilkley Parish Council for the last year.

Councillor Mann thanked the Vice Chairman, Councillor Butler, for his support throughout the year and all members, particularly those who took on additional roles such as Chairman of Committees and Project Managers. Councillor Mann also thanked the members of the local community who were present at the meeting for their work and support.

Councillor Mann presented Mr Frazer Irwin, Mrs Jean Sheen, Mrs Wendy Ribbands and Mrs Shirley Britton-Watson with Certificates of Merit to acknowledge their valued voluntary work in the community.

**1718/01 ITEM 1 – Election of Chairman**

Proposed by Councillor M Gibbons

Seconded by Councillor M Ridgway

**RESOLVED** that Councillor Stephen Butler be elected Chairman for the Council year 2017-2018. *(Unanimous)*

**1718/02 ITEM 2 – Chairman’s Declaration of Acceptance of Office**

The Chairman, Councillor S Butler, read and signed his Declaration of Acceptance of Office as follows: *“ I, Stephen Mark Butler, having been elected to the office of Chairman for the Parish of Ilkley hereby declare that I take the said office upon myself, and will duly and faithfully fulfil the duties thereof according to the best of my judgement and ability”.*

**1718/03 ITEM 3 – Chairman’s Consort**

The Chairman appointed Mrs Kate Butler as his Consort for the forthcoming year.

**1718/04 ITEM 4 – Election of Vice-Chairman**

Proposed by Councillor S Butler

Seconded by Councillor B Mann

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**RESOLVED** that Councillor M Gibbons be elected Vice-Chairman for the Council year 2017-2018. *(Unanimous)*

**1718/05 ITEM 5 – Apologies for Absence**

Apologies were received from Councillor H Murison (work commitments), Councillor J Sugden (work commitments) and Councillor J Rickard (work commitments).

**RESOLVED** that the reasons for absence be approved.

**1718/06 ITEM 6 – Disclosures of interest**

There were no disclosure of interest in respect of this meeting.

**1718/07 ITEM 7 – Dispensations**

No dispensations requests had been received by the Clerk in respect of this meeting.

**1718/08 ITEM 8 – Delegation arrangements**

Proposed by Councillor S Cuthbertson

Seconded by Councillor K Butler

**RESOLVED** that the delegation arrangements made under Local Government Act 1972 s.101 be confirmed as follows:

**The Plans Committee** has delegated powers to make recommendations on planning applications within the Parish. The Proper Officer has delegated powers when a number of prescribed conditions apply to make recommendations on planning applications.

**The Management & Staffing Committee** has delegated powers in relation to all management and staffing issues, including recruitment and appointment of staff, contractual matters, matters relating to Discipline and Grievance Procedure and matters relating to Protocol on Councillor-Employee Relations.

**The Awards & Projects Committee** has delegated powers in relation to evaluating applications for all awards and projects and making monetary awards up to the designated limit specified in the terms of reference.

**The Community Fund Committee** has delegated powers to carry out management of the Community Fund budget and has the authority to approve expenditure of the Community Fund budget up to the designated limit specified in the terms of reference.

**The Public Toilets Committee** has delegated powers to make decisions with regard to the Council's involvement in the management of Ilkley's public conveniences.

*(Unanimous)*

**1718/09 ITEM 9 – Terms of Reference for Committees**

Proposed by Councillor S Cuthbertson

Seconded by Councillor K Butler

**RESOLVED** that the Terms of Reference as circulated for the Plans Committee, Management & Staffing Committee, Awards & Projects Committee, the Community Fund Committee and the Public Toilets Committee be confirmed. *(Unanimous)*

**1718/10 ITEM 10 – Standing Committees**

Proposed by Councillor M Stidworthy

Seconded by Councillor S Cuthbertson

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**RESOLVED** that the respective members of the Plans Committee, Awards and Projects Committee, the Management and Staffing Committee, the Community Fund Committee and the Public Toilets Committee be as follows:

Plans Committee

Cllr Cuthbertson  
Cllr Mann  
Cllr Packett  
Cllr Rickard  
Cllr Souter  
Cllr Walbank

Management & Staffing Committee

Cllr S Butler  
Cllr Gibbons  
Cllr Rickard  
Cllr Packett  
Cllr Souter  
Cllr Sugden

Awards & Projects Committee

Cllr Gibbons  
Cllr Murison  
Cllr Stidworthy  
Cllr Ridgway  
Cllr Sugden  
Cllr Walbank

Community Fund Committee

Cllr K Butler  
Cllr Macpherson  
Cllr Packett  
Cllr Ridgway  
Cllr Stidworthy  
Cllr Sugden  
Cllr Walbank

Public Toilets Committee

Cllr K Butler  
Cllr Cuthbertson  
Cllr Gibbons  
Cllr Murison  
Cllr Stidworthy  
Cllr Walbank

*The Chairman and Vice-Chairman of the Council, ex-officio, are voting members of every Committee. The Chairman and Vice-Chairman of the Committee is to be appointed at the first meeting of that Committee.*

*(Unanimous)*

**1718/11 ITEM 11 – Confirmation of Standing Orders**

Proposed by Councillor S MacPherson

Seconded by Councillor S Butler

**RESOLVED** that the Standing Orders based on the NALC Model Standing Orders for Local Councils adopted at the Annual Council Meeting on 18<sup>th</sup> May 2015 (1516/012) and amended on 5<sup>th</sup> October 2015 (1516/098) be confirmed. *(Unanimous)*

**1718/12 ITEM 12 – To approve the appointment of the Internal Auditor**

Proposed by Councillor J Souter

Seconded by Councillor M Ridgway

**RESOLVED** that the Council appoint Mrs Diane Brown as Internal Auditor for the year 2017-2018 and that the scope of the Internal Audit remain the same as the previous year. *(Unanimous)*

**1718/13 ITEM 13 – Project Managers**

Proposed by Councillor S Cuthbertson

Seconded by Councillor M Stidworthy

**RESOLVED** that the Councillors shown below shall be designated Project Managers for the year 2017-18 and that their Terms of Reference for Project Managers be confirmed.

**Allotments:** Cllr A Walbank

**Benches:** Cllr B Mann

**Christmas & Jubilee Lights:** Cllr J Souter

**Concert on the Grove:** Cllr M Gibbons

**Traffic/Car Parking:** Cllr M Stidworthy

**Neighbourhood Plan:** Cllr B Mann, Cllr A Walbank

**Cemetery/Riverside Paths:** Cllr J Rickard *(Unanimous)*

**1718/14 ITEM 14 – Representatives on Outside Bodies**

Proposed by Councillor M Gibbons

Seconded by Councillor K Butler

**RESOLVED:** That the Councillors as shown below be the Council's representatives on the various organisations for the year 2017-18 and that the Councillors shown below have the responsibility of reporting to Council on meetings attended.

Bandstand Management Committee: **Cllr Souter**

Churches Together Ilkley: **Cllr Mann**

Community Action Bradford & District: **Cllr Souter**

Coronation Hospital: **Cllr Gibbons**

Coutances Twinning Committee: **Cllr Mann**

Friends of Ilkley Lido: **Cllr Rickard**

Friends of Ilkley Moor: **Cllr Stidworthy**

Friends of the Manor House: **Cllr Mann**

Ilkley & District Good Neighbours: **Cllr Mann**

Ilkley & District Road Safety: **Cllr Murison**

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Ilkley Business Forum:	<b>Cllr Ridgway</b>
Ilkley Fairtrade Group:	<b>Cllr Stidworthy</b>
Ilkley Flower Show:	<b>Cllr Souter</b>
Ilkley in Bloom:	<b>Cllr Sugden</b>
Ilkley Senior Citizens:	<b>Cllr K Butler</b>
Parish Liaison Meetings:	<b>Chairman, Vice-Chairman and/or Clerk</b>
Wharfedale Festival of Performing Arts:	<b>Cllr Walbank</b>
Yorkshire Local Councils Associations (YLCA):	<b>Chairman, Vice-Chairman and/or Clerk</b> <i>(Unanimous)</i>

- 1718/15**      **ITEM 15 – Councillors with Special Responsibilities**  
Proposed by Councillor S Cuthbertson  
Seconded by Councillor M Gibbons  
**RESOLVED** that the Councillors with Special Responsibilities for the year 2017-2018 be designated as follows:  
**Finance** – Cllr M Ridgway and Cllr J Sugden *(Unanimous)*
- 1718/16**      **ITEM 16 – Council Finance Regulations**  
Proposed by Councillor M Ridgway  
Seconded by Councillor K Butler  
**RESOLVED** that the Finance Regulations, as circulated, be approved and adopted.  
*(Unanimous)*
- 1718/17**      **ITEM 17 – Council’s Complaints Procedure**  
Proposed by Councillor A Walbank  
Seconded by Councillor S Cuthbertson  
**RESOLVED** that the Council’s Complaints Procedure be approved and adopted.  
*(Unanimous)*
- 1718/18**      **ITEM 18 – Risk Assessment & Asset Register**  
Proposed by Councillor M Ridgway  
Seconded by Councillor A Walbank  
**RESOLVED** that the Council’s Risk Assessment for 2017-18 and Asset Register for 2017-18 (as circulated) be approved.  
*(Unanimous)*
- 1718/19**      **ITEM 19 – Register of Attendance**  
The Register of Councillors’ attendance was received and noted.
- 1718/20**      **ITEM 20 – Meeting Dates**  
The dates of the meetings of the Parish Council and its Standing Committees was accepted.

Councillor Butler addressed the meeting. Councillor Butler said that he was very honoured to be elected as Chairman of the Parish Council of Ilkley. He was initially elected as a parish councillor in 2011.

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Councillor Butler paid tribute to the late Councillor Paul Kitching whose sudden death two year's ago deprived Ilkley of a potentially great chairman.

Councillor Butler said he was very grateful to the Council's Vice-Chairman, Mike Gibbons, who is extremely experienced at every level of local government. He has served as chairman several times and he hoped that he will be chosen to do so again in due course.

Councillor Butler stressed that Ilkley Parish Council is not a body dominated by politics. There is little place in a group of individual volunteers such as Parish Councillors for following a party line.

Councillors are here to address issues as they arise. Our only ambition should be to do what we personally and collectively think is best for our town.

Councillor Butler thanked all the councillors present who give so much of their time for the town. He also thanked the staff, Clare Smith, our Parish Clerk; Louise Close, her deputy; Margaret Maw the administrative assistant and Darren Secker, our Town Centre Warden, for their hard work and dedication.

Special tribute was paid to Brian Mann. Councillor Mann has worked so hard for the last two years as Chairman and the Parish Council and our whole town has benefited from his experience and good sense.

The meeting closed at **8:08pm**