



MINUTES OF THE
ANNUAL MEETING OF TICKHILL TOWN COUNCIL
TUESDAY 13TH MAY 2025
THE PAVILION, TITHES LANE, TICKHILL DN11 9QN

Present: Cllrs Matt Bycroft, Anita Johnson, Baz Cooper, Doug Cartwright, Paula Thomas
Chair: Cllr P Walker
Clerk: Maxine Gravill
In Attendance: Admin Support Officer
Members of the Public: 6

The meeting commenced at 7:10pm

MINUTES

- 21.25 To Appoint a Chair for the year to May 2026.** The current Chair Cllr Walker opened the meeting and called for nominations for the new Chair. Cllr Bycroft proposed Cllr Anita Johnson for the position of Chair, with the nomination seconded by Cllr Cooper. A unanimous vote was carried by a show of hands.
RESOLVED that Cllr Anita Johnson be appointed as Chair of Tickhill Town Council.
- 22.25 The new Chair to sign the Declaration of Acceptance of Office.**
RESOLVED That Cllr Johnson signed the Declaration and took the seat as Chair.
- 23.25 To resolve to allow any councillors not present to sign their Declaration of Acceptance of Office at a later date.**
RESOLVED all declarations have been signed
- 24.25 To appoint a Vice-Chair for the year to May 2026.** Cllr Taylor had indicated his intention to self-nominate for the position of Vice Chair by proxy. The nomination was seconded by Cllr Bycroft. A unanimous vote was carried by a show of hands.
RESOLVED that Cllr Taylor be appointed as Vice Chair of Tickhill Town Council.
- 24.25 To receive apologies given in advance of the meeting.** Apologies were received from Cllr Taylor. **RESOLVED** that the apologies be noted
- 25.25 To consider approval for reasons given for absence.**
RESOLVED That the reasons for absence were accepted.
- 26.25 To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interest.** There were none received. **RESOLVED** that the update be noted
- 27.25 To receive and consider any applications for dispensation (Clerk to be notified three working days prior to the meeting).** There were none received **RESOLVED** That the update be noted
- 28.25 To review the Terms of Reference for the Finance Committee and Staffing. Committee and ensure they are fit for purpose for the ensuing year.** Members

reviewed the Terms of Reference for both the Finance Committee and the Staffing Committee and confirmed they remain fit for purpose for the forthcoming year.

RESOLVED that the Terms of Reference for the Finance Committee and the Staffing Committee be approved as presented

29.25 To consider the appointment of councillors to the Council's Finance Committee.

Members considered the appointment of councillors to the Council's Finance Committee. Cllr Taylor had expressed, by proxy, his wish to remain on the Committee; this was seconded by Cllr Bycroft. Cllrs Bycroft, Thomas, and Johnson also expressed their interest in serving on the Committee. A unanimous vote was carried by a show of hands.

RESOLVED that Cllrs Taylor Bycroft, Thomas, and Johnson be appointed as members of the Finance Committee

30.25 In accordance with Standing Order 2(d)(vi), to appoint the Chair of the Finance Committee. Cllr Taylor had expressed, by proxy, his wish to remain Chair of the Committee; this was seconded by Cllr Bycroft. A unanimous vote was carried by a show of hands. **RESOLVED** that Cllr Taylor be appointed as Chair of the Finance Committee.

31.25 To consider the appointment of councillors to the Council's Staffing Committee.

Members considered the appointment of councillors to the Council's Finance Committee. Cllrs Bycroft, Cartwright, Johnson and Cooper expressed their interest in serving on the Committee. A unanimous vote was carried by a show of hands.

RESOLVED that Cllrs Bycroft, Cartwright, Johnson and Cooper be appointed as members of the Finance Committee

32.25 In accordance with Standing Order 2(d)(vi), to appoint the Chair of the Staffing Committee. Cllr Bycroft had expressed, his wish to become as Chair of the Committee; this was seconded by Cllr Cooper. **RESOLVED** that Cllr Bycroft be appointed as Chair of the Staffing Committee.

33.25 To consider the following matters which must be considered at this meeting as defined in the adopted Standing Orders (SO3(j)):

- **Review of Standing Orders and Financial Regulations.** Members reviewed the Standing Orders and Financial Regulations and confirmed they remain fit for purpose for the forthcoming year.

RESOLVED that the Standing Orders and Financial Regulations be approved as presented

34.25 To consider deferring the following matters which must be considered at this meeting as defined in the adopted Standing Orders (SO3(j)) to the next ordinary meeting of the Council:

- To appoint representatives to outside bodies, and review the process for their reporting to the Council
- Review of the Council's inventory of land and other assets, including buildings and office equipment
- Confirmation of arrangements for insurance cover in respect of all insurable risks
- Review of the Council's Complaints Policy

- Review of the Council's policies procedures and practices in respect of its obligations under freedom of information and data protection legislation
- Review of the Council's policy for dealing with the press/media
- Review of the Council's employment policies and procedures
- Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972. It was discussed and unanimously agreed to defer these items to the next ordinary meeting of the Council scheduled for 27th May 2025
- **RESOLVED** That the items be added to the agenda for the next ordinary meeting of the Council on 27th May 2025.

35.25 To consider the co-option of eligible candidates in accordance with the Local Government Act 1972, section 79. Presentations were received from Ian Smith, Sai Patel, and Samantha Foster. As there were three candidates for three vacancies, all were duly co-opted onto the Council. The Full Council voted unanimously in favour of their co-option.

RESOLVED that Ian Smith, Sai Patel, and Samantha Foster be co-opted as members of Tickhill Town Council, and signed the Declaration of Acceptance of Office following unanimous approval by Full Council.

36.25 Determining the time and place of ordinary meetings of the Council up to the next annual meeting of the Council. Members considered the schedule for ordinary meetings of the Council up to the next Annual Meeting. A list of proposed dates had been circulated prior to the meeting. All dates were approved.

RESOLVED that the schedule of ordinary Council meetings, as circulated, be approved

37.25 To approve the minutes of the previous meeting held on 22nd April 2025 as a true record.

RESOLVED that the minutes of the meeting held on 22nd April 2025 be approved as a true and accurate record and signed by the Chair.

The Chair declared the meeting closed at 8:01pm

NEXT MEETING DATE:

Ordinary Meeting of the Council 27th May 2025
6:45pm

**All meeting to be held at The Pavilion,
Tithes Lane,
Tickhill, DN11 9QN**

Minutes Approved by

Cllr A Johnson

Chair – Mayor of Tickhill Town Council
27th May 2025