

## UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Notice is hereby given that the **Annual Meeting of Ugthorpe & Hutton Mulgrave Parish Council** will be held at **7.00pm** on **Wednesday 18 May 2022** at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL and all Members of the said Council are hereby severally summoned and required to attend to transact the following business.

**PRIOR TO THE MEETING ALL COUNCILLORS WILL HAVE BEEN REQUIRED TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE IN ORDER THAT THEY CAN TAKE UP THE OFFICE OF AND ACT AS A PARISH COUNCILLOR**

### AGENDA

#### 1 ELECTION OF CHAIRMAN FOR 2022/23

- i) To elect a Chairman for 2022/23
- ii) Declaration of Acceptance of Office of Chairman to be signed

#### 2 TO RECEIVE APOLOGIES FOR ABSENCE

- a) To receive apologies for absence and approve where necessary

#### 3 ELECTION OF VICE-CHAIRMAN FOR 2022/23

To elect a Vice-Chairman for 2022/23

#### 4 APPOINTMENT OF REPRESENTATIVES

To note that the below representatives/monitors do not have any individual decision making authority, and that in respect of attending third party meetings/forums it is the parish council that decides what issues can be raised by its representative. To consider and appoint representatives for:

- i) Reviewing Planning Applications and giving overview/observations at meetings to enable decision by Cllrs
- ii) Monitoring of Footpaths for maintenance issues - to report to clerk/ parish council meeting
- iii) Monitoring of Parish Council Assets(as per Asset Register) for maintenance issues - to report to Clerk/ parish council meeting
- iv) Monitoring of Highways issues- to report to Clerk/parish council meeting
- v) Attending External Third Party Meetings (ie Parish Forums, YLCA Branch Meetings etc) - to report to parish council meeting
- vi) To note that any individual of the parish can report relevant issues to the local authorities directly

#### 5 FINANCIAL

To consider the following and decide actions where necessary

- i) Appointment of Noel Stokoe as the Internal Auditor until further notice
- ii) Review the Asset Register and approve
- iii) Review and approve Financial Regulations
- iv) Review and approve Financial Risk Assessment
- v) Review, approve and sign the Internal Control Checklist

#### 6 REVIEW OF POLICIES

To consider the following and decide actions where necessary

- i) Review and approve Standing Orders
- ii) Review and approve Complaints Procedure
- iii) Review the Freedom of Information Policy
- iv) Review and approve the Publication Guide
- v) Review and approve Guidance for the Effective Management of Recording at Local Councils and Parish Meetings
- vi) Review and approve GDPR Privacy Notes
- vii) Review and approve Document Retention Policy
- viii) Review and approve Social Media Policy
- ix) To note that other policies/procedures will be brought to future parish council meetings for adoption

#### 7 REVIEW OF SUBSCRIPTIONS

To consider and approve the following annual subscriptions to the following organisations

- i) Yorkshire Local Councils Association

#### 8 MEETINGS FOR 2022/23

To consider the suggested dates and decide actions where necessary

#### 9 DATE OF NEXT MEETING

The next Parish Council Meeting is to follow the Annual Meeting of the Council on 18 May 2022 and subsequent meetings detailed in schedule above

Victoria Pitts

Parish Clerk, Davison Farm, Egton, North Yorkshire YO21 1UA Mob: 07791889737 (Email:ugthorpe-pc@outlook.com)

Dated: 12 May 2022