

## 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 3 May 2023** 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 THERE WILL BE AN UPDATE FROM A WOODSMITH MINE REPRESENTATIVE**

#### **1 ELECTION OF CHAIRMAN FOR 2023/24**

- i) To elect a Chairman for 2023/24
- 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 2023/24**

To elect a Vice-Chairman for 2023/24

#### **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 – undertaken at the 1 March 2023 meeting
- iii) Review and approve Financial Regulations – updated with 21/12/22 contract procurement thresholds increase from £25k to £30k in relation to advertising on the Contractors Finder Website
- 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 – updated with 21/12/22 contract procurement thresholds increase from £25k to £30k in relation to advertising on the Contractors Finder Website
- ii) Review and approve Complaints Procedure – no change
- iii) Review the Freedom of Information Policy – no change
- iv) Review and approve the Publication Guide – no change
- v) Review and approve Guidance for the Effective Management of Recording at Local Councils and Parish Meetings – no change
- vi) Review and approve GDPR Privacy Notes -no change
- vii) Review and approve Document Retention Policy – no change
- viii) Review and approve Social Media Policy – no change
- ix) Note no changes to other adopted policies/procedures

#### **7 REVIEW OF SUBSCRIPTIONS**

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

- i) Yorkshire Local Councils Association

#### **8 MEETINGS FOR 2023/24**

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 3 May 2023 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: 15 April 2023