

## **UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL**

The Annual General Parish Council Meeting of Ugthorpe and Hutton Mulgrave held  
7.00 pm on **THURSDAY 31st May 2018** at St Anne's, Village Hall Ugthorpe.

**Present;** Cllrs John Nock, Steve Stroyd, Mike Chapman, Ken Thwaites and Stuart Brown. Clerk: Joanne Jacques-Hale.

### **MINUTES**

- 1 ELECTION OF CHAIRMAN FOR 2018/2019** elect
  - i) Cllr Ken Thwaites was nominated and Proposed by Cllr S. Brown seconded Cllr S.Stroyd resolved to elect cllr Ken Thwaites as chairman for 2018-19.
  - ii) Cllr Ken Thwaites signed the declaration of acceptance of office for Chairman and was witnessed by the clerk.
- 2 TO RECEIVE APOLOGIES FOR ABSENCE**

Cllr R. Clay
- 3 ELECTION OF VICE-CHAIRMAN FOR 2018/2019**

It was resolved to elect Cllr Stuart Brown as Vice-Chairman for 2018/2019
- 4** MINUTES from 8th May 2017 were read and approved as correct record 22nd May 2018 signed proposed Cllr S.Brown seconded Cllr S.Stroyd.
- 5 APPOINTMENT OF REPRESENTATIVES**

To consider and appoint representatives for:

  - i. Reviewing Planning Applications for Ugthorpe and Hutton Mulgrave
  - ii. Monitoring of Footpaths for maintenance issues for Ugthorpe and Hutton Mulgrave
  - iii. Monitoring of Benches for maintenance issues for Ugthorpe and Hutton Mulgrave
  - iv. Attending External Third Party Meetings (i.e. Parish Forums etc.).

It was discussed, agreed and resolved by all present that the above appointments would be brought to the parish meetings where they would be discussed, and managed fairly between all Cllrs.
- 6 FINANCIAL**

To consider the following and decide actions where necessary

  - i) Appointment of Noel Stokoe as the Internal Auditor for the 2018/19 Financial Year- Resolved to approve.
  - ii) Review and approve the amended Financial Regulations - Resolved to approve
  - iii) Review and approve the amended Financial Risk Assessment- Resolved to approve
  - iv) Review and approve the Annual Internal Control Checklist-Resolved to approve
  - v) Review and approve the amended Asset Register- Amended, Resolved to approve.
  - vi) Read and approve the financial statement & AGAR form, Certificate of exemption 2017/18 - Read, approved, agreed, signed by Chair K.Thwaites and financial responsible officer J. Jacques-Hale, returned to: SBA, PKF Littlejohn LLP.
- 7 REVIEW OF POLICIES**

To consider the following and decide actions where necessary

  - i) Review the Code of Conduct and to decide whether to adopt the new SBC Code of Conduct or to continue with the NALC Code of Conduct adopted in 2012- Resolved to approve NALC 2012 codes of conduct.
  - ii) Review and approve Standing Orders- Resolved to approve NALC 2018 Standing orders
  - iii) Review and approve Complaints Procedure- Resolved to approve current complaints procedure
  - iv) Review the Freedom of Information Policy - Resolved to approve current FOI Policy
  - v) Review and approve Data Protection Policy - Resolved to approve current Data protection policy until new policy for 2018 is amended and finalised.
  - vi) Review and approve the Publication Guide- Resolved to approve current publication policy.
  - vii) Guidance for the Effective Management of Recording at Local Councils and Parish Meetings- Resolved to approve current guidance.

**Chairman:**

**Date:**

**8 REVIEW OF SUBSCRIPTIONS**

To consider and approve annual subscriptions to the following organisations  
1) Yorkshire Local Councils Association- Resolved to become YLCA member.

**9 OPEN DISCUSSION FOR PARISIONERS**

None attendance.

**10 MEETINGS FOR 2018/2019**

To consider the suggested dates and decide actions where necessary  
Resolved to accept the suggested dates for 2018/19.

**11 DATE OF NEXT MEETING**

The next parish council meeting will be held on 1st May 2019

**Meeting Finished 8:15 pm**

**Chairman:**

**Date:**

Dated: 18/06/2018.

Joanne Jacques-Hale  
Parish Clerk –Ugthorpe and Hutton Mulgrave Parish Council