

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 1 May 2024** 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.

1 ELECTION OF CHAIRMAN FOR 2024/25

- i) To elect a Chairman for 2024/25
- 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 2024/25

To elect a Vice-Chairman for 2024/25

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 6 March 2024 meeting
- iii) Review and approve Financial Regulations – no change
- iv) Review and approve Financial & Operations 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 – no change
- 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) Review and approve Biodiversity Policy – adopted March 2024, no change
- ix) Note no changes to other adopted polices/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 2024/25

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 1 May 2024 and subsequent meetings detailed in schedule approved above

Victoria Pitts

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

Dated: 18 April 2024