

## UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Minutes of the proceedings of the **Annual Meeting of Ugthorpe & Hutton Mulgrave Parish Council held at 7.00pm on Wednesday 18 May 2022 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL** and pursuant to summons

PRIOR TO THE MEETING ALL COUNCILLORS HAD SIGNED THE DECLARATION OF ACCEPTANCE OF OFFICE IN ORDER THAT THEY COULD TAKE UP THE OFFICE OF AND ACT AS A PARISH COUNCILLOR

### Present:

Councillor S Parkes (Chairman) in the Chair; Cllrs S Brown & M Chapman  
Also present were: V J Pitts (Clerk) & 2 MOPs

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

- i) To elect a Chairman for 2022/23: RESOLVED to elect Cllr S Parkes
- ii) Declaration of Acceptance of Office of Chairman to be signed: Signed

#### 2 TO RECEIVE APOLOGIES FOR ABSENCE

- a) To receive apologies for absence and approve where necessary: None

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

To elect a Vice-Chairman for 2022/23

RESOLVED to elect Cllr S Brown

#### 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: RESOLVED to defer until more Cllrs coopted
- ii) Monitoring of Footpaths for maintenance issues - to report to clerk/ parish council meeting: RESOLVED to defer until more Cllrs coopted
- iii) Monitoring of Parish Council Assets(as per Asset Register) for maintenance issues - to report to Clerk/ parish council meeting: RESOLVED Cllr S Brown
- iv) Monitoring of Highways issues- to report to Clerk/parish council meeting: RESOLVED all Cllrs to monitor and report back on issues
- v) Attending External Third Party Meetings (ie Parish Forums, YLCA Branch Meetings etc) - to report to parish council meeting: RESOLVED any Cllr who is available/interested can attend and not to appoint specific Cllr
- 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: RESOLVED to appoint
- ii) Review the Asset Register: Following discussion and review of items listed, making amendments as required RESOLVED to approve
- iii) Review and adopt Financial Regulations: RESOLVED to approve
- iv) Review and adopt the Financial Risk Assessment: RESOLVED to approve
- v) Review, approve and sign the Internal Control Checklist: RESOLVED to approve and sign. Note Clerk stated would countersign but could not validate the internal control checklist as had not been able to verify previous year's accounts

#### 6 REVIEW OF POLICIES

To consider the following and decide actions where necessary

- i) Review and approve Standing Orders – RESOLVED to approve
- ii) Review and approve Complaints Procedure: RESOLVED to approve
- iii) Review the Freedom of Information Policy: RESOLVED to approve
- iv) Review and approve the Publication Guide: RESOLVED to approve
- v) Review and approve Guidance for the Effective Management of Recording at Local Councils and Parish Meetings: RESOLVED to approve
- vi) Review and approve GDPR Privacy Notes: RESOLVED to approve
- vii) Review and approve Document Retention Policy: RESOLVED to approve

- viii) Review and approve Social Media Policy: RESOLVED to approve
- 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: RESOLVED to approve

**8 MEETINGS FOR 2022/23**

To consider the suggested dates and decide actions where necessary: RESOLVED to approve

**9 DATE OF NEXT MEETING**

RESOLVED the next parish council meeting is to follow this Annual Meeting of the Council on 18 May 2022 and subsequent meetings detailed in schedule above:

- 7.15pm Wednesday 8 June 2022 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL
- 7.15pm Wednesday 7 September 2022 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL
- 7.15pm Wednesday 7 December 2022 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL
- 7.00pm-7.15pm Wednesday 1 March 2023 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL for the Annual Parish Meeting followed at 7.15pm for the ordinary Ugthorpe & Hutton Mulgrave Parish Council Meeting
- 7.00pm Wednesday 3 May 2023 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL for the Annual Meeting of the Council followed by the ordinary Ugthorpe & Hutton Mulgrave Parish Council Meeting

Meeting finished at 7.45pm

Chairman ..... Dated: .....