

EARSWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in Earswick Village Hall on 22nd May 2017.

<u>Present</u>	Chairman:	D Jones
	Councillors:	B S Wiseman
		P Leveson
		G Offler
		B O'Connor
	Clerk:	J Fisher

Members of the Public Present:- J McTurk, W Gambold, I Jones, P Doughty, H Douglas.

1. Election of Chairman

Councillor Jones opened the meeting as current chairman and invited nominations for the position of Chairman. Councillor Jones was nominated and seconded by councillors present. Councillor Wiseman was nominated as Vice Chairman and this proposal was seconded.

2. Chairman and Vice Chairman to Sign Declarations Of Office

Councillor Jones signed the Chairman's Declaration of Acceptance of Office and Councillor Wiseman signed the Vice Chairman's Declaration of Acceptance of Office.

3. Apologies for Absence

None

4. Review of delegation arrangements to the Parish Clerk for emergency expenditure and planning applications

The Parish Council (PC) agreed that the current arrangements should remain in place ie the Clerk is able to authorise expenditure up to £500 for emergencies, and she is able to notify City of York Council of the PC's decisions on planning applications after consulting Councillors.

5. Review of the Terms of Reference (TORs) for committees/working parties

The Chairman proposed no changes to the Neighbourhood Plan Working Party (NPWP) TORs which was agreed by the other Councillors present.

6. Nominations of representatives to existing committees/groups

The following were elected onto the listed committees/groups:

- **Village Hall Committee - Cllr Gill Offler**
- **Scented Garden committee – Cllr Sian Wiseman**
- **Burial Authority – Cllrs Gill Offler and Pat Leveson**
- **Foss Internal Drainage Board – Cllrs Sian Wiseman**
- **Ward Committee – All Earswick Parish Cllrs**
- **Yorkshire Local Council Assn – Cllr Pat Leveson**
- **Society of Local Council Clerks – Joanne Fisher.**

7. **Review of standing orders and financial regulations**
The Parish Council agreed to change para 2(d) of the Standing Orders to say at least six ordinary meetings shall be held each year. **Action: JF**

8. **Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.**
The PC has no arrangements with other local authorities.

9. **Review of the Fixed Asset Register**
The Fixed Asset Register had been circulated to the PC and the Internal Auditor prior to the meeting. The new notice boards 'under construction', for which a 50% deposit had been paid, were stated as such on the Fixed Asset Register.

10. **Establishing or reviewing the Council's complaints procedure**
The PC procedure is given on the PC's website under 'Documents' and 'Miscellaneous'. The PC agreed no change.

11. **Establishing or reviewing the Council's procedures for handling requests made under Freedom of Information Act 2000 and the Data Protection Act 1998**
The procedures are contained within the PC's Standing Orders and the PC agreed no change.

12. **Establishing or reviewing the Council's policy for dealing with the press/media**
The procedures are contained within the PC's Standing Orders and the PC agreed no changes are required.

13. **Reviewing or setting the dates, times and place of ordinary meetings of the Parish Council**

Parish Council meetings will be held on the following dates:

2017

- June 19th
- July 17th
- September 11th
- October 9th
- November 13th

2018

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| - January 15 th | - June 18 th |
| - February 19 th | - July 16 th |
| - March 19 th | - September 10 th |
| - April 30 th Annual Parish Meeting | - October 15 th |
| - May 21 st Annual Meeting of Parish Council | - November 19th |

The meeting closed at 7.45pm

Signed.....

Date.....