

EARSWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in Earswick Village Hall on 21st May 2018.

<u>Present</u>	Chairman:	D Jones
	Councillors:	B O'Connor
		P Leveson
		A Bell
	Clerk:	J Fisher

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

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. Councillor Wiseman was not present at the meeting but had indicated prior to the meeting that she would be happy to accept any post proposed. Her Declaration of Office will be signed at the PC meeting on the 18th June. **Action: JF**

3. **Apologies for Absence**

Cllr Wiseman.

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**

There are no current committees or working parties.

6. **Nominations of representatives to existing committees/groups**

The following were elected onto the listed committees/groups:

- **Village Hall Committee - Cllr Pat Leveson**
- **Scented Garden committee – Cllr Sian Wiseman**
- **Burial Authority – Cllrs Sian Wiseman and Pat Leveson**
- **Foss Internal Drainage Board – Cllrs Sian Wiseman**
- **Ward Committee – Cllr Barry O'Connor**
- **Yorkshire Local Council Assn – Cllr Sian Wiseman and Cllr Pat Leveson**
- **Society of Local Council Clerks – Joanne Fisher.**

Chairman's Signature:..... Date:.....

7. **Review of standing orders and financial regulations**
The Parish Council agreed to update their Standing Orders in line with the latest version of the National Association of Local Council's Standing Orders.
Action: BOC
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. A nominal £1 had been added to the asset register to reflect the Parish Council's interest in Huntington Cemetery.
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 the Council's procedures for compliance with the General Data Protection Regulation (GDPR)**
The Parish Council agreed the following roles:
Data Controller – Earswick Parish Council
Data Processor – Earswick Parish Clerk
Data Protection Officer – to be agreed after legislative directive confirmed.
A draft paper had been circulated to the Parish Council by Cllr O'Connor prior to the meeting. The PC agreed to consider the issues raised and refine its procedures for compliance with GDPR.
Action: BOC/PL/AB
13. **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.
14. **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:
- 2018**
- June 18th
 - July 16th
 - September 10th
 - October 15th
 - November 19th

Chairman's Signature:..... Date:.....

2019

- January 14th
- February 18th
- March 18th
- April 29th Annual Parish Meeting
- May 20th*
- June 17th
- July 15th
- September 9th
- October 14th
- November 18th

*The Parish Council meeting will follow the Annual Meeting of the Parish Council.

The meeting closed at 7.45pm

Chairman's Signature:..... Date:.....