

EARSWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in Earswick Village Hall on 13th May 2019.

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

Members of the Public Present:- Seven.

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 Office. **Action: JF**
3. **Apologies for Absence**
None
4. **Parish Councillors to Sign Declarations of Office.**
Cllrs Leveson, Offler, O'Connor and Bell signed their Declarations of Acceptance of Office. **Action: JF**
5. **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.
6. **Review of the Terms of Reference (TORs) for committees/working parties**
There are no current committees or working parties.
7. **Nominations of representatives to existing committees/groups**
 - a. The following were elected onto the listed committees/groups:
 - **Scented Garden committee – Cllr Barry O'Connor**
 - **Foss Internal Drainage Board – Cllrs Sian Wiseman**
 - **Ward Committee – Any Cllr can attend.**
 - **Yorkshire Local Council Assn – Cllr Sian Wiseman and Cllr Pat Leveson**

- b. The Parish Council agreed to continue supporting membership of the Society of Local Council Clerks.
- c. The Parish Council (PC) agreed that as sole trustee of the Village Hall, and a separate body to the PC, there was no need to appoint a PC 'committee' to manage the day to day affairs of the Village Hall.

8. Review of standing orders and financial regulations

The Parish Council had updated their Standing Orders in line with the National Association of Local Council's Standing Orders in July 2018. No further updates were required as at May 2019.

9. 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.

10. Review of the Fixed Asset Register

The 2018-19 Fixed Asset Register had been circulated to the PC and the Internal Auditor prior to the meeting. For 2019-20, the Easigrass artificial grass will be included. All dog and litter bins belong to City of York Council. **Action: JF**

11. Establishing or reviewing the Council's complaints procedure

The PC procedure is given on the PC's website www.earswick.org under 'Documents' and 'Miscellaneous'. The PC agreed no change.

12. 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.

13. Establishing or reviewing the Council's procedures for compliance with the General Data Protection Regulation (GDPR)

The Parish Council has an agreed privacy policy on its website under Documents/Miscellaneous/Privacy Policy.

14. 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.

15. Reviewing or setting the dates, times and place of meetings of the Parish Council

Parish Council meetings will be held on the following dates.

**EARSWICK PARISH COUNCIL MEETING DATES 2019
(7.30PM IN EARSWICK VILLAGE HALL unless otherwise stated)**

June 17th
July 15th
September 9th
October 14th
November 18th

NB The Parish Council will hold an informal session at 7.15pm prior to each Parish Council meeting.

**EARSWICK PARISH COUNCIL MEETING DATES 2020
(7.30PM IN EARSWICK VILLAGE HALL unless otherwise stated)**

January 13 th	July 13 th
February 10 th	September 14 th
March 23 rd	October 19 th
May 18 th *	November 23 rd
June 15 th	

NB The Parish Council will hold an informal session at 7.15pm prior to each Parish Council meeting.

*The Parish Council meeting will follow the Annual Meeting of the Parish Council, starting at 7.30pm. **Action: JF**

The meeting closed at 7.15pm

Signed.....

Date.....