

EARSWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council (PC) held in Earswick Village Hall on 17th May 2021.

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

Members of the Public Present:- Two

- 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.
- 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**
- Apologies for Absence**
Ward Cllr Fisher, Kate Pace
- 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.
- Review of the Terms of Reference (TORs) for committees/working parties**
Please see item 6(c) below. TORs will be written by each of the 3 new Working Parties created for the Website, Parish Plan and Finance. **Action: By Working Parties**
- Nominations of representatives to existing committees/groups**
 - The following were elected onto the listed committees/groups:
 - **Scented Garden committee – Cllr Barry O'Connor;**
 - **Foss Internal Drainage Board – Cllr Sian Wiseman;**
 - **Ward Committee – Any Cllr can attend;**
 - **Yorkshire Local Council Assn – Cllr Sian Wiseman, Cllr Pat Leveson & Cllr Eleanor Dowsett.**

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

b. The Parish Council agreed to continue supporting membership of the Society of Local Council Clerks.

c. The Parish Council (PC) agreed to create the following working parties:

- i. **Website Working Party.** (Members:- Cllrs A Bell, B O'Connor, E Dowsett);
- ii. **Parish Plan Working Party.** (Members:- Cllrs E Dowsett, BS Wiseman, P Leveson);
- iii. **Finance Working Party.** (Members:- Cllrs P Leveson, A Bell, B O'Connor).

7. 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 2021.

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 2020-21 Fixed Asset Register had been circulated to the PC for agreement, and the Internal Auditor, prior to the meeting. The PC agreed to carry out an inventory of the Village Hall contents in due course. **Action: All**

10. 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.

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 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. The PC agreed Andrew Jones, who maintains the PC website, would arrange dedicated email addresses for the PC. (See PC Minutes 17.5.21 Item 11).

13. Establishing or reviewing the Council's policy for dealing with the press/media

The procedures are contained within the PC's Standing Orders. Cllrs will make no comments to the press. The Clerk will answer any press queries after consultation with the PC.

14. 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 2021
(7.30PM IN EARSWICK VILLAGE HALL unless otherwise stated)**

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

July 12th
September 13th
November 22nd.

The meeting closed at 7.20pm

Signed.....

Date.....

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