**DRAFT**

**EARSWICK PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council (PC) held in Earswick Village Hall on 13th May 2024.

**Present Chairman: D Jones**

**Councillors: P Leveson**

**G Offler**

**M Lumley-Holmes**

**C Ellis**

**Clerk: B O’Connor**

**Members of the Public Present: - 0**

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 Leveson was nominated as Vice Chairman and seconded by councillors present.

1. **Councillors To Sign Declarations Of Acceptance Of Office & Register Interests**

Councillor Jones signed the Chairman’s Declaration of Acceptance of Office. Councillor Leveson signed the Vice-Chairman’s Declaration of Acceptance of Office.

1. **Apologies for Absence**

Cllr Bell, Cllr Wiseman

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

The Parish Council (PC) agreed that the Clerk should now be able to authorise expenditure up to £1,000 (an increase from £750) excluding VAT for emergencies, and he is able to notify City of York Council of the PC’s decisions on planning applications after consulting Councillors.

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

There were no working parties during 2023-4.

1. **Review Of Insurance Cover**

This was discussed and it was agreed that we should renew cover with Clear Insurance Management (previously known as BHIB) at a cost of £935.19 p.a. with a Long-Term Undertaking (LTU) of 3 years. **Action BOC**

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

a. The following were elected onto the listed committees/groups:

* + Foss Internal Drainage Board – it was agreed that Cllrs Wiseman & Lumley-Holmes should continue to be the PC’s representatives.
  + Yorkshire Local Council Association – Cllr Pat Leveson.
  + It was agreed that we do not need to appoint a Data Protection Officer

b. The Parish Council agreed to continue supporting membership of the Society of Local Council Clerks, the Yorkshire Local Council Association and the River Foss Society

c. The Parish Council (PC) agreed not to create further working parties at this stage.

1. **Review of standing orders and financial regulations**

The Parish Council made several small changes to the Standing Orders correcting cross references within the document related to financial contracts, and to remove a reference to the EU and to increase Clerk’s emergency powers to £1,000+VAT.

The above changes were accepted

1. **Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.**

Not applicable.

1. **Review of the Fixed Asset Register**

The Fixed Asset Register dated May 2024 was agreed by all councillors, and signed by the chairman. The major change was related to the rebuilding costs as per the insurance documents.

1. **Establishing or reviewing the Council’s complaints procedure**

No changes required at this stage.

1. **Establishing or reviewing the Council’s procedures for handling requests made under Freedom of Information Act 2000 and the Data Protection Act 1998**

No changes required at this stage.

1. **Establishing or reviewing the Council’s procedures for compliance with the General Data Protection Regulation (GDPR)**

No changes required at this stage.

1. **Establishing or reviewing the Council’s policy for dealing with the press/media**

No changes required at this stage.

1. **Reviewing or setting the dates, times and place of meetings of the**

**Parish Council**

Parish Council meetings for 2024-5 will be held on the following dates starting at 7.30pm in the Earswick Village Hall unless otherwise stated:

* 8th July 2024
* 9th September 2024
* 28th October 2024.
* 13th January 2025
* 10th March 2025

The meeting closed at 07:42 pm

Signed……………………………………………….

Date……………………………………………………