**EARSWICK PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council (PC) held in Earswick Village Hall on 15th May 2023.

**Present Chairman: D Jones**

**Councillors: P Leveson**

**G Offler**

**Clerk: B O’Connor**

**Members of the Public Present:- 2**

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. All Councillors present signed Declarations of Acceptance of Office and registers of interest.

1. **Apologies for Absence**

Cllr Bell, J McTurk

1. **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 i.e. the Clerk is able to authorise expenditure up to £500 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 2022-3.

1. **Review Of Insurance Cover**

This was discussed and it was agreed that we should renew cover with BHIB at a cost of £821.98. **Action BOC**

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

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

* + Foss Internal Drainage Board – the clerk was asked to write to CYC to allow Cllr Offler to be nominated as our representative. **Action BOC**
  + 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 namely:

* To tidy the privacy policy
* To clarify our dealings with the press/media
* To amend code of conduct section to reflect that we no longer rely on the City Of York Council in this area.

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 2022-23 Fixed Asset Register is as agreed at the meeting on 13th March.

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

The PC procedure on the PC’s website www.earswick.org under ‘Documents’ and Miscellaneous’ has been updated to remove references to CYC.

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

Changes made and accepted - see item 8 above.

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

The Parish Council has now included a data retention policy - agreed as per item 8 above.

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

Changes made and accepted - see item 8 above.

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

**Parish Council**

Parish Council meetings for 2023-4 will be held on the following dates starting at 7.30pm in the Earswick Village Hall unless otherwise stated:

* 10th July 2023
* 11th September 2023
* 20th November 2023.
* 8th January 2024
* 11th March 2024

The meeting closed at 7.14 pm

Signed……………………………………………….

Date……………………………………………………