

## AISLABY PARISH COUNCIL

Minutes of the proceedings of the Annual Meeting of Aislaby Parish Council  
Held in The Parish Hall, Aislaby at 7.15pm on Tuesday 15 May 2018 pursuant to Summons

### Present:

Councillor T Harrison (Chairman) in the Chair; Cllrs R Dobson, L Hall, D Potter & W Scarth

Also present were: V J Pitts (Clerk)

### Action by

#### 1 ELECTION OF CHAIRMAN FOR 2018/19

- i) It was RESOLVED to elect Cllr T Harrison as Chairman
- ii) Cllr T Harrison signed the Declaration of Acceptance of Office of Chairman and witnessed by the Clerk

#### 2 TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs T Jefferson & K Nellis

#### 3 ELECTION OF VICE-CHAIRMAN FOR 2018/19

It was RESOLVED to elect Cllr D Potter as Vice Chairman

#### 4 APPOINTMENT OF REPRESENTATIVES

The following representatives' posts were considered and decided upon:

- i. Reviewing Planning Applications:* Resolved that Cllrs TH & TJ would continue to review planning applications and bring the information to the parish council for decision. Noted that responsibility of all Cllrs to check planning applications.
- ii. Monitoring of Footpaths for maintenance issues:* Resolved that Cllr DP would monitor footpaths
- iii. Monitoring of Benches for maintenance issues:* Resolved that Cllr DP would monitor benches
- iv. Monitoring of Public Conveniences/Bus Shelter/Noticeboard for maintenance issues:* Resolved that Cllr RD would monitor the public conveniences for maintenance issues
- v. Attending External Third Party Meetings (ie Parish Forums etc):* It was Resolved that Cllrs would take it in turns to attend third party meetings. A Cllr to notify the Clerk if wish to attend.
- vi. Laying of the Poppy Wreath on Remembrance Sunday:* Resolved that Cllr RD would undertake this
- vii. Annual Collection of the Garths Fines:* Resolved that Cllr KN would undertake this
- viii. Annual Monitor Check of the Garths:* Resolved that Cllr TJ and Cllr LH would undertake this

#### 5 FINANCIAL

The following was considered and decided upon:

- i) Appointment of Noel Stokoe as the Internal Auditor until further notice:* RESOLVED to appoint
- ii) Review and approve Financial Regulations – no change:* RESOLVED to approve Financial Regulations
- iii) Review and approve the Financial Risk Assessment:* RESOLVED to approve the amended Financial Risk Assessment
- iv) Review, approve and sign the Annual Internal Control Checklist:* RESOLVED to approve and sign

#### 6 REVIEW OF POLICIES

The following was considered and decided upon:

- i) Review and approve Standing Orders – no change:* RESOLVED to approve
- ii) Review and approve Complaints Procedure – no change:* RESOLVED to approve
- iii) Review the Freedom of Information Policy – no change:* RESOLVED to approve
- iv) Review and approve Data Protection Policy - no change:* RESOLVED to approve
- v) Review and approve Publication Guide – no change:* RESOLVED to approve
- vi) Guidance for the Effective Management of Recording at Local Councils and*

*Parish Meetings – no change: RESOLVED to approve*  
*vii) COSHH Register – to review and approve – no change: RESOLVED to approve*  
*viii) Public Convenience Risk Assessment Cleaning/Maintenance – to review and approve – no change: RESOLVED to approve*

**7 REVIEW OF SUBSCRIPTIONS**

The following was considered and decided upon:

i) RESOLVED to continue with the subscription to YLCA

**8 MEETINGS FOR 2018/19**

It was RESOLVED to accept the suggested meeting dates for 2018/19, cancelling the August Meeting with the option to reinstate if required

**9 DATE OF NEXT MEETING**

It was RESOLVED that the next meeting would follow the Annual Meeting of the Council on 15 May 2018 at Aislaby Parish Hall

Meeting finished at 7.30pm

Chairman

Dated