

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 21 May 2019 pursuant to Summons

Present:

Councillor D Potter (Chairman) in the Chair; Cllrs L Hall, K Nellis & T Jefferson

Also present were: V J Pitts (Clerk)

All Councillors Signed the Declaration of Acceptance of Office prior to the start of the meeting at 7.15pm

Prior to the meeting a Public Session was held from 7.00pm - 7.15pm, it was RESOLVED to appoint Cllr T Jefferson as "Chairman" for this session only as 2018/19 Chairman D Potter had not yet arrived: Points noted:

- Amount of loose gravel on pavement near Woodleigh where potential elderly residents could slip

Cllr D Potter arrived during the Public Session and then presided over the Election of Chairman agenda item.

Action by

1 ELECTION OF CHAIRMAN FOR 2019/20

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

2 TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs R Dobson & W Scarth

Note T Harrison whilst an uncontested elected cllr was not present, and hence his seat was forfeit causing a Casual Vacancy to occur

3 ELECTION OF VICE-CHAIRMAN FOR 2019/20

It was RESOLVED to elect Cllr L Hall as Vice Chairman

4 APPOINTMENT OF REPRESENTATIVES

The following representatives' posts were considered and decided upon:

- i. Reviewing Planning Applications & Providing Summary at meetings:* Resolved that Cllrs TJ & KN to undertake. Noted that responsibility of all Cllrs to check planning applications.
- ii. Monitoring of Footpaths for maintenance issues:* Resolved that Cllrs DP & LH would monitor footpaths
- iii. Monitoring of Benches for maintenance issues:* Resolved that Cllr RD 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 Cllrs RD & TJ 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 Cllrs TJ and 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 GDPR Privacy Policies - 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 2019/20

It was RESOLVED to accept the suggested Version 3 dates and move to bi-monthly meetings on the 1st Tuesday, retaining June meeting for this year. To review progress next year.

9 DATE OF NEXT MEETING

It was RESOLVED that the next meeting would follow the Annual Meeting of the Council on 21 May 2019 at Aislaby Parish Hall

Meeting finished at 7.30pm

Chairman

Dated