

## **AISLABY PARISH COUNCIL**

Minutes of the **Annual Meeting of Aislaby Parish Council** held at 7.55pm on Tuesday 25 May 2021 in Aislaby Parish Hall pursuant to summons, following the Annual Parish Meeting (7.00-7.05pm) and the ordinary Aislaby Parish Council

### **Present:**

Councillor D Potter (Chairman) in the Chair; Cllrs R Dobson, T Jefferson, K Nellis, & A Varney

Also present were: V J Pitts (Clerk)

#### **1 ELECTION OF CHAIRMAN FOR 2021/22**

- i) To elect a Chairman for 2021/22: RESOLVED to elect Cllr D Potter
- ii) Declaration of Acceptance of Office of Chairman to be signed: signed

#### **2 TO RECEIVE APOLOGIES FOR ABSENCE**

Cllr L Hall

#### **3 ELECTION OF VICE-CHAIRMAN FOR 2021/22**

To elect a Vice-Chairman for 2021/22: RESOLVED to elect Cllr L Hall

#### **4 APPOINTMENT OF REPRESENTATIVES**

To consider and appoint representatives for:

- i. Reviewing Planning Applications & Providing Summary at meetings: RESOLVED Cllr T Jefferson
- ii. Monitoring of Footpaths for maintenance issues and report to clerk/parish council: RESOLVED Cllr A Varney
- iii. Monitoring of Benches for maintenance issues and report to clerk/parish council: RESOLVED Cllr A Varney
- iv. Monitoring of Public Conveniences/Bus Shelter/Noticeboard for maintenance issues and report to clerk/parish council: RESOLVED Cllr R Dobson
- v. Attending External Third Party Meetings (ie Parish Forums, YLCA Branch Meetings etc) and give feedback to parish council meetings: RESOLVED any Cllr to attend dependent on availability and interest
- vi. Laying of the Poppy Wreath on Remembrance Sunday: RESOLVED Cllr R Dobson
- vii. Annual Collection of the Garths Fines: RESOLVED Cllr K Nellis
- viii. Working Group for the Periodic Monitor Checks of the Garths: RESOLVED Cllrs T Jefferson, L Hall and D Potter

#### **5 FINANCIAL**

To consider the following and decide actions where necessary

- i) Appointment of Noel Stokoe as the Internal Auditor until further notice: RESOLVED appointment
- ii) Review and approve Financial Regulations – no change: RESOLVED to approve
- iii) Review and approve the Financial Risk Assessment: RESOLVED to approve and noted that insurance will change from Came & Company to BHIB
- iv) Review, approve and sign the Annual Internal Control Checklist: Noted undertaken in previous meeting

#### **6 REVIEW OF POLICIES**

To consider the following and decide actions where necessary

- 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
- ix) Covid19 Risk Assessments for cleaning toilets and face to face meetings - no change: RESOLVED to approve
- x) Social Media Policy - no change: RESOLVED to approve

#### **7 REVIEW OF SUBSCRIPTIONS**

To consider and approve the ongoing annual subscriptions to the following organisations

- i) Yorkshire Local Councils Association: RESOLVED to approve

**8 MEETINGS FOR 2021/22**

To consider the suggested dates and decide actions where necessary: RESOLVED to approve

**9 DATE OF NEXT MEETING**

The next parish council meeting is at Aislaby Parish Hall as per meeting schedule agreed above

Meeting finished at 8.02pm

Chairman: .....

Dated: .....