ESKDALESIDE CUM UGGLEBARNBY PARISH COUNCIL

Minutes of the **Annual Meeting of the Council held at 6.30pm on Monday 13 May 2024 in the Joyce Sargeant Room of Sleights Village Hall** and pursuant to summons

PRESENT: Councillor A Watson (Chairman) in the Chair. Councillors A Harrison, J Parkin, P Perry, R Corner, D Tate, M Warner

Also present were: V J Pitts (Clerk)

NO PUBLIC SESSION HELD

1 ELECTION OF CHAIRMAN FOR 2024/25

i) To elect a Chairman for 2024/25: RESOLVED Cllr A Watson
ii) Declaration of Acceptance of Office of Chairman to be signed: DoA signed

2 TO RECEIVE APOLOGIES FOR ABSENCE & APPROVE IF REQUIRED

i) To receive apologies and approve if necessary: Apologies received from Cllrs L Jones & S Willmington

3 ELECTION OF VICE-CHAIRMAN FOR 2024/25

To elect a Vice-Chairman for 2024/25: RESOLVED Cllr L Jones

4 APPOINTMENT OF REPRESENTATIVES

To note that the below representatives/monitors do not have any individual decision making authority, and that in respect of attending third party meetings/forums it is the parish council that decides what issues can be raised by its representative

Consider and appoint representatives for:

i. Reviewing Planning Applications & Producing Summary for Parish Council Meetings: RESOLVED Cllr DT
ii. Monitoring of Footpaths and reporting issues to parish council clerk/meetings: RESOLVED Cllr DT
iii. Monitoring of Parish Council Assets: benches, noticeboards, public conveniences etc and reporting issues to parish council clerk/meetings: RESOLVED Cllr DT
iv. Parish Newsletter: Assisting Clerk with Production of Content when required: RESOLVED Cllr PP
v. Working Group consisting of 3 Cllrs to monitor Parish Plan Achievements, and giving feedback to parish council meetings for further decision/action: RESOLVED Cllrs AH, JP & MW
vi. Liaison person between Sleights Primary School and Eskdaleside cum Ugglebarnby Parish Council: RESOLVED Cllr LJ
vii. Poppy Wreath Layer at Remembrance Service: RESOLVED Cllr JP
viii. Woodsmith Mine LGF Meetings – one Cllr to attend from up to 3 agreed potential representatives and to report back to parish council meetings: RESOLVED Cllrs DT, SW & AW
ix. Police related forums & Rural Affairs Forum (NYMNPA/NY Police) – to attend meetings and report back to parish council meetings: RESOLVED Cllr JP
x. Yorkshire Local Councils Association – Scarborough Branch Representatives – up to 2 Cllrs to be appointed to attend meetings and report back to parish council meetings: RESOLVED Cllr SW
xi NYMNPA Northern Area Parish Forum Meeting – to attend meetings and report back to parish council meetings: RESOLVED Cllr AH

5 FINANCIAL

To consider the following and decide actions where necessary

i) Appointment of Noel Stokoe as the Internal Auditor for the 2024/25 Financial Year: RESOLVED to appoint
ii) Review and approve Financial Regulations – no change: RESOLVED to approve. Noted that new NALC Model Financial Regulations circulated and Clerk to bring to future meeting once aligned with current FR's
iii) Review and approve the Financial & Governance Risk Assessment: RESOLVED to approve
iv) Review and approve the updated Asset Register: RESOLVED to approve
v) Review, approve and sign the Annual Internal Control Checklist: RESOLVED to approve and sign

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 changes: RESOLVED to approve

iii) Review the Freedom of Information Policy – no changes: RESOLVED to approve
iv) Review and approve GDPR Privacy Policies – no changes: RESOLVED to approve
v) Review and approve the Publication Guide – no change: RESOLVED to approve
vi) Review and approve Document Retention Policy – no change: RESOLVED to approve
vii) Guidance for the Effective Management of Recording at Local Councils and Parish Meetings – no changes: RESOLVED to approve
viii) Review and approve COSHH Register – no change: RESOLVED to approve
ix) Review and approve Public Convenience Risk Assessment – cleaning/management & fire: no change: RESOLVED to approve
x) Review and approve the Beacon Risk Assessment – no changes since last reviewed in Feb 2022: RESOLVED to approve
xi) Review and approve the Social Media Policy – no change: RESOLVED to approve
xii) Covid19 Risk Assessments for Face to Face Meetings and Cleaning of Public Conveniences – no changes, and to decide if currently relevant: RESOLVED to approve
xiii) Review and approve Biodiversity Policy – no change: RESOLVED to approve
xiv) Note all other policies/procedures have not changed: RESOLVED to approve
xv) To note Policy/Procedure Review Timeline List will be updated to reflect above: noted

7 REVIEW OF SUBSCRIPTIONS

To consider and approve the ongoing annual subscriptions to the following organisations
i) Yorkshire Local Councils Association: RESOLVED to approve
ii) Local Council Update: RESOLVED to approve
iii) Society of Local Council Clerks: RESOLVED to approve

8 MEETINGS FOR 2024/25

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

9 DATE OF NEXT MEETING

The next Parish Council Meeting is immediately to follow the AMC with the ordinary meeting of Eskdaleside cum Ugglebarnby Parish Council and subsequently as agreed in the Meeting Schedule approved under Item 8

Monday 3 June 2024 6.30pm—Littlebeck Village Hall
Monday 1 July 2024 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 2 September 2024 6.30pm—Littlebeck Village Hall
Monday 7 October 2024 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 4 November 2024 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 2 December 2024 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 6 January 2025 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 3 February 2025 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 3 March 2025 6.30pm—6.30pm-7.00pm for the Annual Parish Meeting with speaker to be confirmed followed at 7.00pm for the ordinary Eskdaleside cum Ugglebarnby Parish Council Meeting— JS Room Sleights Village Hall—NO PUBLIC SESSION
Monday 7 April 2025 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 12 May 2025 6.30pm for the Annual Meeting of the Council, followed immediately by the ordinary Eskdaleside cum Ugglebarnby Parish Council Meeting, —Joyce Sargeant Room, Sleights Village Hall —NO PUBLIC SESSION

Meeting finished at 6.40pm

Chairman: ……. **Dated: ……..**