

Middleton Tyas Parish Council

DRAFT MINUTES TO BE APPROVED AT THE NEXT ANNUAL MEETING ON 12TH MAY 2022

MINUTES of the ANNUAL MEETING OF THE COUNCIL held in the Memorial Hall on Thursday 20th May 2021 at 6.30 pm

PRESENT: Cllr Mrs S Perks, Cllr G Davies, Cllr M Bartle, Cllr D Henderson
APOLOGIES: Cllr Ms C Lamb
IN ATTENDANCE: Mrs C Jones (Parish Clerk); 1 resident.

Councillor Mrs Samantha Perks presided over the meeting.

1. Election of the Chairman

Cllr Mrs Samantha Perks was appointed Chairman of the Parish Council.
(Cllr M Bartle proposed and Cllr G Davies seconded.)

Cllr Mrs Perks welcomed everyone to the Annual Meeting of the Council.

2. Declaration of Acceptance of Office of Chairman

Cllr Mrs Perks signed a Declaration of Acceptance of Office of Chairman.

3. Declaration of Interest

All Councillors made the following declaration:

“We, as Parish Councillors, declare that we have an interest in each Agenda item as residents of Middleton Tyas.”

4. Minutes of the last Annual Meeting held on 9th May 2019

The Minutes of the Annual Meeting held on 9th May 2019 were approved and signed as a true record of that meeting.

5. Matters Arising

There were no matters arising from the last Annual Meeting.

6. Chairman’s Annual Report

The Chairman read her annual report for the year ended 31st March 2021.

There were no questions arising.

It was RESOLVED to accept the Chairman’s report.

7. **To receive and accept the Treasurer’s Report and Accounts for the year ended 31st March 2021**
The Chairman read the Treasurer’s Report and it was Resolved to accept the Report and Accounts for the year ended 31st March 2021.
8. **To receive the Annual Governance and Accountability Report (AGAR) from the Internal Auditor**
The AGAR documents are still with the Internal Auditor and will therefore be considered, approved and signed at the next Parish Council meeting (10th June 2021).
9. **Appointment of new Officers**
1. a. **Vice Chairman**
Cllr Gordon Davies was re-elected as Vice Chairman.
(Cllr D Henderson proposed and Cllr M Bartle seconded.)
 - b. **Treasurer**
Cllr Ms Clare Lamb was re-elected as Treasurer.
(Cllr Mrs S Perks proposed and Cllr D Henderson seconded.)
 - c. **Responsible Financial Officer**
Mrs Christine Jones was re-elected as RFO.
(Cllr Mrs S Perks proposed and Cllr M Bartle seconded.)
2. **Chairman is appointed a Trustee of the Memorial Hall**
The Chairman is appointed a Trustee of the Memorial Hall and the Clerk will notify the Board of Trustees.
10. **Councillors’ Portfolios and Contact Details**
There were no changes to Councillors’ portfolios and contact details.
11. **To appoint the Internal Auditor for 2019-20**
It was Resolved to appoint Ian Crisop Accountancy to undertake the Council’s Internal Audit for the year ended 31st March 2022. The Clerk will write to Mr Crisop to confirm the appointment.
12. **To confirm Standing Orders & Financial Regulations**
The existing Standing Orders & Financial Regulations were accepted without change and were signed by the Chairman.
13. **To confirm Risk Assessment and Valuation of Assets**
It was Resolved to review the Risk Assessment and undertake a Valuation of Assets including a Tree Inspection Report.
14. **To review the Freedom of Information Act – Model Publication Scheme**
The Clerk will amend the Model Publication Scheme following recent advice from YLCA.

15. Confirm Clerk's Salary and Scale

It was confirmed that the Clerk's Salary Scale is LC1-SCP14 and her hours of work are 8 per week with effect from 1st January 2021.

16. To review the Emergency Plan

Councillors had each reviewed the Emergency Plan and informed the Clerk of any changes to be made. The Emergency Plan was also reviewed at the Annual Parish Assembly. The amended Plan will be re-circulated to those holding copies.

17. Date of Next Meeting

The next Annual Meeting of the Council will be held on Thursday, 12th May 2022.

There being no further business, the meeting closed at 6.51 pm.

Chairman _____

Date _____