

# Middleton Tyas Parish Council

## MINUTES of the ANNUAL MEETING OF THE COUNCIL held in the Memorial Hall on Thursday 9<sup>th</sup> May 2024 at 6.15 pm

**PRESENT:** Cllrs Mrs S Perks, G Davies, D Henderson, J Perks  
**APOLOGIES:** None  
**IN ATTENDANCE:** Mrs C Jones (Parish Clerk)

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 Davies proposed and Cllr J Perks seconded.)

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

**2. Declaration of Acceptance of Office**

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

**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 11<sup>th</sup> May 2023**

The Minutes of the Annual Meeting held on 11<sup>th</sup> May 2023 were approved and signed as a true record of that meeting.

**5. Matters Arising**

There were no matters arising from the last Annual Meeting of the Council.

**6. Chairman’s Annual Report**

The Chairman will circulate her annual report to Councillors shortly and it will then be received and accepted at the meeting to be held on 13<sup>th</sup> June 2024. **SP**

7. **To receive and accept the Responsible Financial Officer's Report and Accounts for the year ended 31<sup>st</sup> March 2023**  
The RFO will circulate her annual report to Councillors shortly and it will then be received and accepted at the meeting to be held on 13<sup>th</sup> June 2024. **CJ**
8. **Appointment of new Officers**
1. a. **Vice Chairman**  
Cllr Gordon Davies was re-elected as Vice Chairman.  
(Cllr J Perks proposed and Cllr D Henderson seconded.)
  - b. **Treasurer**  
Cllr David Henderson was re-elected as Treasurer.  
(Cllr Mrs S Perks proposed and Cllr G Davies seconded.)
  - c. **Responsible Financial Officer**  
Mrs Christine Jones was re-elected as RFO.  
(Cllr Mrs S Perks proposed and Cllr J Perks seconded.)
2. **Chairman is appointed a Trustee of the Memorial Hall**  
The Clerk will check the conditions of the Chairman being appointed a Trustee of the Memorial Hall and will report back in due course.. **CJ**
9. **Councillors' Portfolios and Contact Details**  
Changes to Councillors' portfolios and contact details were notified and the Clerk will circulate an amended copy to Councillors. **CJ**
10. **To appoint the Internal Auditor for the year ended 31<sup>st</sup> March 2025**  
It was Resolved to appoint Ian Crisop Accountancy to undertake the Council's Internal Audit for the year ended 31<sup>st</sup> March 2025.  
The Clerk will write to Mr Crisop to confirm the appointment. **CJ**
11. **To appoint up to 2 Councillors to attend the YLCA Branch Meetings in their area and to represent the Council as voting representatives at those meetings**  
Cllrs Mrs S Perks and Cllr G Davies were appointed to attend then convenient for them to do so. **SP/GD**
12. **To confirm Standing Orders & Financial Regulations**  
The existing Standing Orders & Financial Regulations were accepted without change.
13. **To Resolve to authorize a review of the Risk Assessment**  
It was Resolved that all Councillors should review the Risk Assessment and inform the Clerk of any amendments to be made. **ALL/CJ**

**14. To Resolve to authorize a review of the Valuation of Assets, including a review of the condition of the Trees**

It was Resolved to accept the Register of Assets as included with the Annual Accounts for the year ended 31 March 2024.

It was Resolved that Cllr Davies will carry out the annual review of all the Assets.

**GD**

It was Resolved that the Clerk will ask All Seasons Arborists to carry out an inspection of the trees and to provide the Council with a quotation for any works required.

**CJ**

It was Resolved that any maintenance work which may be required will be authorized after receipt of an inspection report and quotation from the Arborists.

**15. To review the Freedom of Information Act – Model Publication Scheme**

It was Resolved that the Model Publication Scheme did not need amending.

**16. To confirm Clerk’s Salary and Scale**

It was confirmed that the Clerk’s Salary Scale is LC1-SCP17 and her hours of work are 10 per week with effect from 1<sup>st</sup> January 2024.

**17. To review the Emergency Plan**

It was agreed that the Chairman and Clerk will review the Emergency Plan. **SP/CJ**

It was also agreed that all Councillors will review the Emergency Plan and inform the Clerk of any amendments. **ALL**

The Emergency Plan will also be reviewed at the Annual Parish Assembly to be held on 22<sup>nd</sup> May 2024.

Any changes to the Plan will be circulated to those holding copies. **CJ**

**18. Date of Next Meeting**

The next Annual Meeting of the Council will be held on Thursday, 8<sup>th</sup> May 2025.

There being no further business, the meeting closed at 6.45pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_