

# Middleton Tyas Parish Council

## MINUTES of the ANNUAL MEETING OF THE COUNCIL held in the Memorial Hall on Thursday 15<sup>th</sup> May 2025 at 6.15 pm

**PRESENT:** Cllrs Mrs S Perks, D Henderson, J Perks, G Seal, S Nilsson  
**APOLOGIES:** NY Cllr Angus Thompson, PCSO Elliot Brown  
**IN ATTENDANCE:** Mrs C Jones, Parish Clerk

Councillor Mrs Samantha Perks presided over the meeting.

**1. Election of the Chairman**

Cllr David Henderson was appointed Chairman of the Parish Council.  
(Cllr J Perks proposed and Cllr S Nilsson seconded.)

Cllr Henderson welcomed everyone to the Annual Meeting of the Council.

**2. Declaration of Acceptance of Office**

Cllr David Henderson signed a Declaration of Acceptance of Office of Chairman of the Council.

**3. Declaration of Interests**

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 9<sup>th</sup> May 2024**

The Minutes of the Annual Meeting of the Council held on 9<sup>th</sup> May 2024 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**

Cllr Samantha Perks, out-going Chairman, presented her annual report to Councillors. It was received and accepted by the meeting.

**7. Responsible Financial Officer’s Report and Accounts for the year ended 31<sup>st</sup> March 2023**

Mrs Christine Jones, the RFO, presented her annual report to Councillors. It was received and accepted by the meeting.

**8. Appointment of new Officers**

1. a. Vice Chairman  
Cllr Mrs Samantha Perks was elected as Vice Chairman.  
(Cllr J Perks proposed and Cllr G Seal seconded.)
  - b. Treasurer  
Cllr Jolyon Perks was elected as Treasurer.  
(Cllr G Seal proposed and Cllr S Nilsson 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**

It was agreed to defer amending the Councillors' Portfolios and Contact Details until after the 12<sup>th</sup> June meeting when the new Councillor, Mrs Sarah Tennison, will be present and responsibilities can be re-allocated. **ALL**

**10. To appoint the Internal Auditor for the year ended 31<sup>st</sup> March 2026**

It was Resolved to appoint Ian Crisop Accountancy to undertake the Council's Internal Audit for the year ended 31<sup>st</sup> March 2026.  
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 S Nilsson and G Seal were appointed to attend when convenient to do so. **SN/GS**

**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 confirmed that the Risk Assessment had been reviewed by all Councillors and any necessary amendments had been 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 Value of Assets as included with the Annual Accounts for the year ended 31 March 2025.

It was noted that Cllr Henderson and the Handyman had carried out the annual review of condition of all the Assets, with the exception of the trees.

It was noted that Tree Boy Ltd had carried out an inspection of all the trees and had provided the Council with a comprehensive survey report on each tree together with a quotation for any maintenance works required.

It was noted that their quotation had been accepted and the recommended maintenance works had been carried out by Tree Boy Ltd.

**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-SCP18 and her hours of work are 10 per week with effect from 1<sup>st</sup> January 2025.

**17. To review the Emergency Plan**

It was Resolved that all Councillors will review the Emergency Plan and notify the Clerk of any amendments. **ALL/CJ**

The Emergency Plan will also be reviewed at the Annual Parish Assembly to be held on 29<sup>th</sup> May 2025. **CJ**

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, 14<sup>th</sup> May 2026.

There being no further business, the meeting closed at 6.43pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_