

Rainton with Newby Parish Council

Minutes of the **Annual Meeting** held on Tuesday 14 May 2024 at 7.15pm in the Meeting Room at Rainton Village Hall.

Present: Cllr S Speed (Chairman)
Cllr C Egerton (Deputy Chairman)
Cllr S Campbell
Cllr J Edwards
Cllr J Harwood
Cllr O Jones
Cllr J Williams

Clerk: Mrs S Adamson
In Attendance: One Parishioner

01/2425 Election of Chairman

Cllr Speed was nominated as Chairman of the Council and this was seconded and agreed unanimously. Having accepted the nomination and being duly elected, Cllr Speed signed the Declaration of Acceptance of Office, witnessed by the Clerk.

02/2425 Election of Deputy-Chairman

It was proposed, seconded and agreed unanimously that Cllr Egerton should continue as Deputy Chairman and she agreed to do this.

03/2425 To receive apologies and approve reason for absence: none.

04/2425 To receive Councillors' declarations of interest and consider any requests for dispensations: no interests were declared.

05/2425 To agree parish council representation on external bodies:

it was resolved that the current representatives continue in their roles.
Yorkshire Local Councils Associations – Cllr Harwood and Cllr Speed.
Wathvale Parish Forum – Cllr Speed
Topcliffe Consolidated Charities – Cllr Speed.

06/2425 To review the Terms of Reference and membership of the Community Resilience Plan Committee: approved.

07/2425 Accounts and Finance

- a) To note bank balance as at 31 March 2024: the balance was noted at £10,674.63 - minus four uncleared cheques amounting to £481.76
- b) To receive the Receipts and Payments accounts for 2023-2024: previously circulated and now noted.
- c) To note the bank reconciliation for 2023- 2024: previously circulated and now noted.

08/2425 Governance

- a) To review the Council's Standing Orders: no changes had been made since these were last adopted in June 2013.
- b) To review and adopt the amended Council's Financial Regulations: the amendments incorporated some rules for internet banking which were approved.
- c) To review the Council's Code of Conduct: the Council had adopted the NYC Code of Conduct when it became the unitary authority in 2023 and no changes had been made in the interim. Noted and approved.
- d) To review the list of the Council's policies: the Clerk reported that there was a statutory requirement for the Council to adopt a data audit policy, a subject access request form and a data breach reporting form, in order to comply fully with the Freedom of Information Act and the GDPR. She would draft these and bring to the next meeting. She also noted that the Council had agreed to adopt an Assets Maintenance Policy once the current restoration programme had been completed.

09/2425 Insurance

- a) To review the Risk Assessment: there no changes to this, although it also highlighted the need for the documents mentioned in Item 08(d) above.
- b) To review the Asset Register: one addition to the Register was the noticeboard in the bus shelter.
- c) To review and agree the Council's insurance cover: after a short discussion to review the policy, it was resolved that as the renewal premium with the existing insurer, Zurich Municipal, was much less than a quotation received from an insurance broker in the parish council sector, the Council would maintain its policy with Zurich and with the existing cover.

10/2425 To receive Meetings Schedule for 2024-2025

The Clerk to circulate.

The Chairman closed the meeting at 7.30pm