



MINUTES OF ANNUAL PARISH COUNCIL

HELD ON MONDAY 20th May 2024

LOCATION: Leeming Village Hall

Present: Parish Councillors: Cllr Capel (Vice-Chair); Cllr Bowes; Cllr Temple; Cllr Robinson; Cllr Stead
Apologies: Cllr Curry (Chair)
Others: 3 Resident; Sue Nicholson (Clerk)

Item Ref	Detail
23/24 APC	
1)	<p>Election of Chair The meeting was opened by the Vice-Chair who stated that Cllr Curry, who was present due to personal reasons, had indicated she would put herself forward to act as Chair. There were no other nominations. The nomination was accepted. Cllr Capel nominated Margaret Curry as Chair Seconded by Kirsty Temple Agreed unanimously</p>
2)	<p>Election of Vice Chair Cllr Bowes nominated Claire Capel as Vice-Chair Nomination accepted. Seconded by Cllr Stead Agreed unanimously</p>
3)	<p>Declaration of Office 1. Signatures of declarations of Office by Chair will be completed when the Chair is able to sign the documents. Action: Clerk to organise.</p>
4)	<p>Consider and discuss the Minutes from 2022/23 1. Minutes Annual Parish Council 22nd May 2023 Proposed as accepted Cllr Bowes Seconded by Cllr Robinson Unanimously agreed by all councillors present. RESOLVED 2. Any outstanding matters None</p>
5)	<p>Approval of Policies / Regulations 1. <u>Annual Accounts</u> 1. Agreement of 2023-24 Accounts and Public Notice dates. Agreed and signed by the Vice- Chair 2. Financial regulations pertaining to Small Authority Agreed and signed 2. <u>Risk Assessment;</u> Agreed</p>

3. To Review Policies

The following policies are now stator policies needing to be agreed:

- Standing Orders
- Financial Regulations / Accounts
- Code of Conduct
- Publication Policy
- GDPR
- FAO Policy
- Complaints Policy
- Transparency Code
- Website Accessibility Access
- Schedule of Fees and charges
- Local Grant
- Employment policy / Pens
- Health Safety Policy
- Privacy
- Disciplinary and grievance policy

The clerk stated that from the above there was a new Financial Policy had just recently been released and forwarded by Yorkshire Local Council Association and she wanted this and other new statutory policies to be adopted once they have been scrutinised and agreed by the Parish Council. All policies will remain current until these have been ratified. A suggestion was that because of the increase in Statutory Policies required the parish look at all the policies in batches every month. Councillors discussed and agreed that the clerk should forward monthly the policies that need to be agreed in a timely manner, so councillors have time to read and ensure they are correct. They agreed that the Finance Policy should be discussed in the June meeting along with any other new statutory policies.

Agreed

6) **Insurance Company**

The clerk stated that she had looked and requested various price for insurance but our present company Clear Insurance (previously known as BHIB) was still the best.

Agreed

Meeting Closed

Signed by Chair:

Dated:.....