Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

Minutes of Annual Parish Council Meeting held at the Community Centre, Old Vicarage Lane
on Tuesday 20 May 2025.
Present: Cllrs Nigel Spofforth (NS), Ken Dent (KD), Bill Holmes (BH),
Matt Burton (MB) and Amanda Shaw (AS)
Clerk: Philip Scott
The meeting opened at 7.30pm

Item		Action
1	To elect a Chairman. Cllr Spofforth was elected unopposed as Chairman.	
2	To receive the Chairman's declaration of acceptance of office. Agreed the date of the June meeting for receipt of the declaration	
3	To receive apologies for absence. Received from Cllrs. Geldard and Clarke	
4	To elect a Vice Chairman. Cllr BH was elected as unopposed as Vice Chairman	
5	To receive the Vice Chairman's declaration of acceptance of office. Agreed the date of the June meeting for receipt of the declaration	
6	To confirm the accuracy of the minutes of the last meeting of the Council. Minutes of ordinary meeting held on 15 April 2025 confirmed as accurate	
7	To receive the minutes of the last meeting of the Burial Committee. No outstanding minutes to receive	
8	To receive the minutes of the last meeting of the Policies and Procedures Committee. No minutes to receive as no meeting has been held since the last APCM	
9	To receive the past acting Chairman's report. Councillor NS highlighted the excellent work done over the year, particularly in connection with the extension of the Christmas lighting, planting and achieving a safe passageway across Water Lane to the school	
10	To receive the Responsible Financial Officer's Report Income – £32,465 (up £1,324 from last year) Expenditure – £47,209.83 (up £21,874 from last year) Total bank balances – £178,282 (down £14,745 from last year) Total debtors - £5062 (up £2309 from last year) Current Liabilities – £3870 (down £11,235 from last year). Assets – £80,815 (up £6,122 from last year) Overall net worth - £259,097 (down £488 from last year) All the above are exclusive of the £7,415.88 apportionment held on behalf of the Joint Burial Committee	
11	To consider any recommendations made by a Committee. None received	
12	To appoint representatives to the Burial Committee. Cllrs NS, RG re-appointed and Cllr AS appointed as an alternative in the event of their absence.	
13	To appoint representatives to the Policies and Procedures Committee. No appointments made	
14	To appoint members to the Planting Group. Cllrs BH and AS appointed	
15	To appoint members to the Highways and Footpaths Group. Cllr RG appointed	
16	To review and adopt Standing Orders, Financial Regulations and Code of Conduct a) Agreed to update the PC's adopted Standing Orders in accordance with the NALC 2025 April update b) Agreed to update the PC's adopted Financial Regulations in accordance with the NALC 2025 March update c) Agreed to re-adopt the PC's Code of Conduct without modification	
17	To appoint / re appointment members for the operation of banking facilities including online banking authorisations and all other bank mandates. Agreed to re-appoint:-	

Unity Trust Bank: Cllr Holmes, Spofforth, Dent and Geldard. Lloyds Bank Mastercard: Cllr Holmes as second administrator. Skipton Building Society: Cllrs Holmes, Shaw and Spofforth, Nationwide Building Society: Cllrs Holmes, Shaw and Spofforth

18 To appoint lead Councillor for GDPR. No appointment

19 To review and re-adopt the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21). Agreed to re-adopt both the Councils Publication Scheme.and GDPR Privacy Policy.

20 To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. Reviewed the NYC 2022 Lease for Triangle.doc

21 To review the Council's policy for dealing with the press/media. In the absence of a media policy agreed to adopt a Local Councils Press and Media Policy based on the template provided by YLCA.

22 To review of the Council's employment policies and procedures. Reviewed the Councils Disciplinary Procedure and Grievance Procedure policies

23 To review of the Council's expenditure incurred under s.137 of the Local Government Act 1972. Reviewed expenditure of £1655.00 out of an allowance of £8820.96

24 To review the inventory of land and other assets including buildings and office equipment The review of the Asset and Risk register 2025, Planter Schedule February 2025 and Street lighting schedule is currently work in progress by Cllr BH.

25 To confirm the arrangements for insurance cover in respect of all insurable risks. Insurance cover was provided by Aviva through Clear Councils insurance brokers until 30 May 2025

26 To review the payment of the Council's and/or staff subscriptions to other bodies. Agreed to pay the Council's subscription to Yorkshire Local Councils Association and the Clerk's subscription to the Society of Local Council Clerks

27 To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. Agreed to hold Ordinary Meetings commencing 7.30pm at the Community Centre, Old Vicarage Lane in every calendar month except December other than in May when it will be followed on from the 7.30pm commencing Annual Meeting.

The meeting closed at 7.55pm