

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 16 May 2023.

Present: Cllrs Nigel Spofforth (NS), Matt Burton (MB), Ashley Kaye (AK), Ryan Geldard (RG) and Bill Holmes (BH)

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. Received.
3	To receive apologies for absence. Received from Cllr Shaw
4	To elect a Vice Chairman. Cllr Burton was elected unopposed as Vice Chairman
5	To receive the Vice Chairman's declaration of acceptance of office. Received.
6	To confirm the accuracy of the minutes of the last meeting of the Council. Deferred to next meeting
7	To receive the minutes of the last meeting of the Burial Committee. Received
8	To receive the minutes of the last meeting of the Policies and Procedures Committee. Received as draft subject to agreement at next meeting
9	To receive the past acting Chairman's report. Councillor NS expressed thanks to Cllr Woodhall for all her work in her capacity of Chairman over the last few years. Also for her extensive contributions to the maintenance of the village planting, the recording of the footpaths and the preparation of the council newsletters. A lot of progress on these and numerous other issues was made during her tenure and her contributions will be greatly missed.
10	To receive the Responsible Financial Officer's Report Income – £34119 (up £5193 from last year) Expenditure - £21884 (down £22147 from last year) Total bank balances - £187222 (up £12,235 from last year) Total debtors - £2224 (down £3667 from last year) Current Liabilities - £5036 (down £1122 from last year). Assets - £68320 (up £174 from last year) Overall net worth - £256,356 (up £8429 from last year) All the above are exclusive of the £5833 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 and RG appointed
13	To appoint representatives to the Policies and Procedures Committee. No appointments made
14	To review and adopt Standing Orders and Financial Regulations. The standing orders were last reviewed and approved in August 2022. These have been reviewed and there are several organisational amendments required. These will be

- updated and presented to the June meeting for Council approval. The Financial regulations were reviewed adopted unamended
- 15 To review 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) This is covered by the following policies
 1. Publication Scheme. Approved by policy committee members needs full council approval at May ordinary meeting.
 2. GDPR Privacy Policy. Approved but out of date. For review by policies and procedures committee.
 3. GDPR Consent Form. Approved but out of date for review by policies and procedures committee.
 4. GDPR General Privacy Notice. Approved and validated by policies committee 21/3/23.
 5. GDPR General Privacy Notice- Staff. Approved but out of date for review by policies and procedures committee.
 6. Data Retention Policy. Approved but out of date for review by policies and procedures committee.
 - 16 To review of the Council's policy for dealing with the press/media. Recently approved (on the 21st Feb 2023)
 - 17 To review of the Council's employment policies and procedures. There are currently 3 policies that refer to employment.
 1. Disciplinary procedure Approved 21/3/23
 2. Grievance procedure waiting approval on the agenda for ordinary meeting after annual meeting.
 3. Training Policy In draft waiting approval from Policies and Procedures Committee members before full council approval
 - 18 To review of the Council's expenditure incurred under s.137 of the Local Government Act 1972. The expenditure in year 2022.23 was £5053.61 against an allowance of £6861.96
 - 19 To review the inventory of land and other assets including buildings and office equipment. Asset Register issued under separate cover reviewed.
 - 20 To confirm the arrangements for insurance cover in respect of all insurable risks. Insurance cover was provided by Aviva through BHIB insurance brokers, due for renewal on 1 June
 - 21 To review of the Council's and/or staff subscriptions to other bodies. The YLCA and SLCC subscriptions were agreed to be paid when due.
 - 22 To determine the time (7.30pm on the third Tuesday of each month) and place (Community Centre) of ordinary meetings of the Council up to and including the next annual meeting of the Council (every month except December). Determined

The meeting closed at 7.57pm