

Dear Councillors,

The Annual Parish meeting will be held between 7.00 and 7.30pm prior to the Annual Meeting of the Parish Council commencing at 7.30pm and thereafter the Ordinary Meeting at 7.45pm on Wednesday 15 May 2024.

P Ashley Clerk 9/5/234

**Supporting Documents**

Report of outgoing chairman - Circulated by Chair.  
Income/Expenditure & Bank Reconciliation.  
Caretaker invoice for April (if available)  
Minutes of the April meeting

*The business to be transacted at the meeting is noted below.  
Ratified updates Public Bodies (Admission to Meetings) 1960 apply to this meeting.*

**AGENDA**

**Annual Meeting of the Parish Council (7.30pm)**

- 1) To elect a chairman for the forthcoming year.  
(Local Govt Act 1972 Section 15 para 2)
- 2) a) For the elected chairman to accept the position for the forthcoming year.  
(Local Govt Act 1972 Section 83 para 4)  
b) Councillors to resolve that the elected chair can sign the Acceptance of Office form at the June meeting of the Council.
- 3) To receive the report of the outgoing chairman.
- 4) Appointments
  - a) To appoint a Caretaker Coordinator.
  - b) To appoint a representative to Ryedale Branch of YLCA.
  - c) To note representative on Court Leet.
  - d) To note representative on Stockton Trust.

**Ordinary Meeting (7.45pm)**

- 1) Non-attendance of Councillors
  - a) To receive and note apologies from Councillors unable to attend the meeting.
  - b) To consider reasons for absence provided by Councillors who cannot attend and resolve the Council's acceptance if felt relevant.
- 2) To approve the minutes of the meeting held on 9 April 2024.
- 3) To note any declarations of interest:
  - (a) To approve dispensation requests.

(b) To note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

4) To consider matters arising not covered elsewhere on the Agenda.

5) Public Session - to allow members of the public to make representations, ask questions and give evidence in respect of any items of business on the agenda.

6) To consider any Planning Applications/Decisions received from NYMNPA. Should an application be recorded the detail is made by the authority pursuant to section 47 of the Copyright, Design and Patents Act 1988. Permission has been received from the relevant planning authority to share the information contained solely for the purpose of the consultation.

#### 7) VILLAGE

a) To receive a report from Cllr Bentley regarding work undertaken by the caretaker in April.

b) To receive comments from councillors regarding work completed in April and to consider requests for specific items over the next month.

#### 8) FINANCIAL MATTERS

a) To receive and agree an update in respect of funds held and money movement since the start of the financial year.

b) Cheques issued outside/at the meeting.

c) To appoint the internal auditor for 2024-25.

d) To appoint the Payroll Manager for 2024-25.

9) Report from Cllr Dangerfield regarding SAPF Meeting held on 23 April at Appleton le Moors.

10) Information from and questions to the Chair.

The Annual Governance Documents will be signed by the Chair at the June meeting.

To agree the date of the next meeting.

Members of the public wishing to attend should send their email address to the Clerk at [paul.ashley30@gmail.com](mailto:paul.ashley30@gmail.com) at least 24 hours before the meeting.