

Dear Councillors,

You are summoned to attend the Ordinary Meeting of the Parish Council commencing at 7.30pm on Tuesday 11 June 2024 in Hutton le Hole Village Hall.

A-M Benson Clerk 6 June 2024

Supporting Documents

Income/Expenditure & Bank Reconciliation.

Draft Minutes 15 May 2024

The business to be transacted at the meeting is noted below.

Ratified updates Public Bodies (Admissions to Meetings) 1960 apply to this meeting.

[Prior to the Meeting the elected Chairman to sign Acceptance of Office Form.](#)

AGENDA

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 and if felt relevant resolve to accept.

2) 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.

3)

- a) To approve the minutes of the Meetings held on 15 May 2024.
- b) To consider matters arising not covered elsewhere on the Agenda.

4) 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. (Maximum 3 mins)

5) PLANNING

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 & Patents Act 1988.

Permission has been received from the relevant planning authority to share the information contained solely for the purpose of the consultation.

6) VILLAGE

- a) To receive a report from Cllr Dangerfield regarding work undertaken by the Caretaker since the last meeting.
- b) To receive comments from councillors regarding work completed since the last meeting and to consider requests for specific items over the next month.
- c) To appoint a Councillor to carry out the Annual Risk Assessment of Council Assets in February 2025 and report to the Council Meeting in March.

7) FINANCIAL MATTERS

a) For the Chair to sign the following documents:

1. Accounting Statements Section 2
2. Annual Governance Statement Section 1
3. Annual Internal Audit Report
4. AGAR Certificate of Exemption

The Clerk to witness and publish the documents on the website.

To confirm that the Bank Reconciliation for 23/24 has been published on the website.

b) To receive and agree an update in respect of funds held and money movement since the start of the financial year. (Circulated with Agenda)

c) Cheques issued at/outside the meeting since May.

Caretaker (April) 15/5/24 000676 £520

If available:

Caretaker (May)

P Ashley (April & May)

d) To agree to changes regarding Cheque Signatories and receipt of Bank Statements.

8) Update from the Chair regarding Co-option process.

Council to discuss and agree progression

9) Information from and questions to the Chair:

a) To consider the appointment of a representative to Ryedale Branch of YLCA as this was not resolved on 15 May. There are 3 meetings per year – 2 at Ryedale House & 1 by zoom.

b) To confirm that the services of Smailes Goldie, KMS, as Internal Auditors have been agreed with A Dodgson for 2024/25.

c) To confirm that arrangements have been made with J Seaton, NP, for information relating to the SAPF Meetings to be sent, henceforth, to Cllr Dangerfield who will then forward to all councillors and the Clerk.

10) Information from the Clerk:

Meeting closed at:

Date of next Meeting:

Members of the public wishing to attend should contact the Clerk at least 24 hours before the meeting if possible. clerk@huttonlehole.org.uk