

2023 Annual Parish Council meeting minutes

6:00 pm - 6:30 pm, Monday 15 May 2023

Conference Room, Gilberdyke War Memorial Hall

ACTION POINTS

Clerk to seek an up-to-date valuation of Ings' View.

In attendance:

Councillor Paul Bryan (Chair), Councillor Chris Newsome (Vice Chair), Councillor Pete Buckle, Councillor Eric Frood, Councillor Nick Norris, Councillor John Robinson, Councillor Sam Taylor-Dunn, Councillor John Walker, Jake Wilde (Parish Clerk).

No members of the public attended the meeting.

The Chair opened the meeting.

1. To agree: Election of Chairman

- a) To receive nominations and approve appointment of the Chairman of the Council for the 2022/23 municipal year.

Councillor Newsome nominated Councillor Bryan, this was seconded by Councillor Robinson and agreed without dissent.

- b) Declaration of Acceptance of Office for position of Chairman of the Council, to be signed in the presence of the Clerk.

This was completed.

2. To agree: Election of Vice Chairman

- a) To receive nominations and approve appointment of the Vice Chairman of the Council for the 2022/23 municipal year.

Councillor Bryan nominated Councillor Newsome, this was seconded by Councillor Buckle and agreed without dissent.

- b) Declaration of Acceptance of Office for the position of Vice Chairman of the Council, to be signed in the presence of the Clerk.

This was completed.

3. To agree: Apologies received

Councillor Woollass (holiday), Councillor Rooney (holiday) had given their apologies. Both were agreed by the Parish Council.

4. Declarations of interest

None.

5. To agree: Minutes of April 2023 Parish Council meeting

These were proposed by Councillor Newsome, seconded by Councillor Taylor-Dunn and agreed without dissent.

6. To agree: Council Standing Orders

The Standing Orders for the 2022/23 municipal year were proposed by Councillor Taylor-Dunn, seconded by Councillor Robinson and agreed without dissent.

7. To agree: Acceptance of Electronic Summons

Councillors confirmed their consent for summonses to attend Council and Committee meetings to be transmitted electronically for the 2022/23 municipal year.

8. To agree: Policy Review Schedule

The Policy Review Schedule was agreed.

9. To review: To make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence (GPC) in the future

The Parish Council agreed to explore this.

10. Finance Committee

a) To review and adopt the Finance Committee Terms of Reference. These Terms of Reference were agreed.

b) To appoint Councillors to the Finance Committee for 2022/23. Councillors Bryan, Taylor-Dunn, Walker and Woollass were appointed.

c) To appoint the Chairman of the Finance Committee for 2022/23. Councillor Bryan was appointed.

11. Planning Committee

a) To review and adopt the Planning Committee Terms of Reference. These Terms of Reference were agreed.

b) To appoint Councillors to the Planning Committee for 2022/23. Councillors Buckle, Newsome, Taylor-Dunn and Walker were appointed.

c) To appoint the Chairman of the Planning Committee for 2022/23. Councillor Newsome was appointed.

12. Personnel Committee

a) To review and adopt the Personnel Committee Terms of Reference. These Terms of Reference were agreed.

b) To appoint Councillors to the Personnel Committee for 2022/23. Councillors Bryan, Buckle, Newsome and Taylor-Dunn were appointed.

c) To appoint the Chairman of the Personnel Committee for 2022/23. Councillor Taylor-Dunn was appointed.

13. Services Committee

a) To review and adopt the Services Committee Terms of Reference. These Terms of Reference were agreed.

b) To appoint Councillors to the Services Committee for 2022/23. Councillors Buckle, Newsome, Robinson, Taylor-Dunn and Woollass were appointed.

c) To appoint the Chairman of the Services Committee for 2022/23. Councillor Woollass was appointed.

14. Council Financial Regulations

The Parish Council reviewed and adopted the Financial Regulations for the 2022/23 municipal year.

15. Asset Register

The Parish Council reviewed the Parish Council Asset Register to ensure that all assets continue to be required by the Council. The Council agreed to seek an up-to-date valuation of Ings' View.

16. Annual Governance and Accountability Return (AGAR) 2022/23

This item was not taken as the internal auditor had not yet completed the audit.

17. Current account mandate

The Parish Council reviewed the signatories to the Parish Council's current account and agree that no amendments were required. Current signatories are:

- Councillor Bryan
- Councillor Newsome
- Councillor Taylor-Dunn
- Councillor Woollass
- Jake Wilde, Parish Clerk

18. Online Banking

The Parish Council reaffirmed the use of online banking.

19. Subscriptions

The Parish Council confirmed the current subscriptions:

- East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA)
- Information Commissioner's Office (ICO)

20. Direct Debits and Standing Orders

The Parish Council confirmed the current debit debits:

- Her Majesty's Revenue & Customs (HMRC) for Pay As You Earn deductions and employer national insurance contributions
- Information Commissioner's Office (ICO) for annual subscription
- Nest for employer pension contributions

21. Insurance

The Parish Council's confirmed that the current policy, provided by Zurich Insurance, meets the requirements for insurance cover in respect of all insurable risks and liabilities.

22. Schedule of meetings for 2022/23

a) Parish Council meetings.

June	7:00 pm to 9:00 pm	Monday 12 June 2023
July	7:00 pm to 9:00 pm	Monday 10 July 2023
August	7:00 pm to 9:00 pm	Monday 21 August 2023
September	7:00 pm to 9:00 pm	Monday 11 September 2023
October	7:00 pm to 9:00 pm	Monday 9 October 2023
November	7:00 pm to 9:00 pm	Monday 13 November 2023
December	7:00 pm to 9:00 pm	Monday 11 December 2023
January	7:00 pm to 9:00 pm	Monday 15 January 2024
February	7:00 pm to 9:00 pm	Monday 12 February 2024
March	7:00 pm to 9:00 pm	Monday 11 March 2024
April	7:00 pm to 9:00 pm	Monday 15 April 2024
2024 Annual Parish Council meeting		
	6:00 pm to 6:30 pm	Monday 20 May 2024
2024 Annual Parish meeting		
	6:35 pm to 6:55 pm	Monday 20 May 2024
May	7:00 pm to 9:00 pm	Monday 20 May 2024

All meetings to be held in the Conference Room at Gilberdyke War Memorial Hall, Clementhorpe Road, Gilberdyke.

b) Committee meetings.

Precise dates will be determined after discussion with members of the respective committees.

Finance Committee	July 2023, October 2023, December 2023 (for 2024/25 precept & budget only), January 2024, April 2024
Personnel Committee	May 2023 (delayed from April 2023), October 2023, April 2024
Planning Committee	June 2023, September 2023, March 2024
Services Committee	June 2023, September 2023, December 2023, March 2024

All meetings to be held in the Conference Room at Gilberdyke War Memorial Hall, Clementhorpe Road, Gilberdyke.

23. Public participation

None.

To be signed as a true and accurate record by the Chair

Print name

Date
