

**THIRKLEBY HIGH & LOW WITH OSGODBY PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING HELD ON  
TUESDAY 22<sup>ND</sup> MAY 2018 AT 6.00PM THE VILLAGE HALL, GREAT THIRKLEBY**

**PRESENT** : Councillors Beth Barber-Atkinson (Chairman), Richard Atkinson (Honorary Clerk and Financial Officer), Alison Turner, Jacqueline Smith.

**District & County Councillor Caroline Patmore.**

**18/30 ELECTION OF OFFICERS**

1. Cllr Beth Barber-Atkinson was unanimously elected as Chairman and the acceptance of office was signed. Cllr Alison Turner was unanimously elected as Vice-Chairman.
2. Cllr Richard Atkinson was unanimously elected as Honorary Clerk and Responsible Financial Officer.

**18/31 APOLOGIES FOR ABSENCE**

Cllr Nigel Lawson sent his apologies for absence.

**18/32 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**18/33 FINANCIAL MATTERS.**

1. Cllr Richard Atkinson explained the current procedures and checks to ensure the finances of the Parish Council are accurate and protected. The internal auditor had inspected the accounts and had no concerns.
2. The chairman read through the Annual Governance Statement and all agreed the responses.
3. The Annual Accounting Statement was unanimously approved.

**18/34 Review / adoption of appropriate Standing Orders**

Still current.

**18/35 Review / adoption of appropriate Financial Regulations**

An updated version is available from YLCA with slight wording changes due to variations between England and Wales.

**18/36 Review / adoption of Transparency Code for Smaller Authorities**

The Council is complying with this code and publishing documents to the website.

**18/37 Review of inventory of land and assets including buildings and office equipment**

Assets have increased to £1479.

**18/38 Review and confirmation of arrangements for insurance cover in respect of all insured risks**

The current policy is standard for small councils.

**18/39 Review of Council's memberships of other bodies**

Yorkshire Local Councils Associations fulfills all requirements at present.

**18/40 Review of Council's complaints procedure**

The complaints procedure is still current.

**18/41 Review of Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 and General Data Protection Regulations 2018.** GDPR preparations are in progress.

**18/42 Review of Council's policy for dealing with the press/media**

No change; Chairman and Clerk to liaise on any enquiries.

**18/43 Set the dates and times of ordinary meetings of the full council for the year ahead**

It was proposed to hold meetings every three months. The provisional dates will be 20<sup>th</sup> August, 19<sup>th</sup> November, 18<sup>th</sup> February and mid-May at 5pm.

The meeting closed at 6.24pm

Approved ..... *20<sup>th</sup> August 18* 2018.....  ..... Chairman