



CLAXTON & SAND HUTTON PARISH COUNCIL

Minutes of the Annual Meeting held in the Village Hall, Sand Hutton on

Monday 19th May 2025

Members Present:

Cllr. Nigel Davies (Chair); Cllr. Martin Burge; Cllr. Michael Rickleton; Cllr. Jon Rooke; Cllr. Colin Russell

In Attendance:

Two members of the public; NYC Councillor Caroline Goodrick;

Gill Gimes (Parish Clerk)

APCM 25/01 To elect Chairman for 2025-2026

RESOLVED – to elect Councillor Nigel Davies as Chairman (unanimous) for the ensuing municipal year.

APCM 25/02 To receive the Chairman's declaration of acceptance of office

RESOLVED- to receive the Chairman's Declaration of Office, signed by the Chairman and Parish Clerk and placed on file.

APCM 25/03 To elect Vice-Chairman for 2025-2026

RESOLVED- to elect Councillor Martin Burge as Vice Chairman (unanimous) for the ensuing municipal year.

The Vice Chairman's Declaration of acceptance of Office to be completed at next Parish Council meeting.

APCM 25/04 To receive apologies for absence given in advance of the meeting & consider the approval of reasons given for absence.

RESOLVED to note that there were no apologies for absence received.

APCM 25/05 To discuss the Code of Conduct Councillor Registration and Disclosure of Interests

(Localism Act 2011)

RESOLVED to note that there were no declarations of interest made.

The Parish Council is responsible for ensuring that the North Yorkshire County Council website is up to date and Councillors are responsible for ensuring that the information within their registration of interest form is up to date.

APCM 25/06 To discuss insurance arrangements for 2025-2026

RESOLVED to accept the quote from Zurich of £241.00 excluding cover for the War Memorial, which was provided for by an ear marked 'repair fund' increased each year by the amount of the additional premium payable. Renewal is subject to informing Zurich of potential employment claim.
(unanimous)

APCM 25/07 To discuss Training/Professional Development

Training for Councillors & Parish Clerk is available through the Council's membership of the Yorkshire Local Council's Association (YLCA) The Parish Clerk will circulate details of training available when received. The Parish Clerk confirmed that she had attended a YLCA training session on Introduction to Parish Clerks.

APCM 25/08 To discuss General Power of Competence

RESOLVED that the Parish Council fulfils the criteria so agreed to adopt the GPC (unanimous)

APCM 25/09 To conduct a policies review

RESOLVED – that the Parish Clerk carry out a thorough review of Policies in accordance with the YLCA checklist over the next nine months and bring to the Council for approval when completed.
(unanimous) Parish Clerk confirmed that required policies were in place, but some needed updating to latest best practice.

APCM 25/10 Membership of Yorkshire Local Councils Association 2025-26

RESOLVED to renew membership of YLCA for 2025-26 at a cost of £163.00 (unanimous)

APCM 25/11 To approve financial documentation for 2024-2025:

- a) Annual Internal Audit Report including page 3 of the Annual Governance and Accountability Return
- b) Section 1 - Annual Governance Statement on page 4 of the Annual Governance and Accountability Return
- c) Section 2 - Accounting Statements on page 5 of the Annual Governance and Accountability Return
- d) the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities

Annual Internal Audit Report,

Section 1 – Annual Governance Statement,

Section 2 – Accounting Statements,

Analysis of variances

Bank Reconciliation

Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

RESOLVED to approve the financial documentation for 2024-25. The relevant sections of the Annual Governance & Accounting Return were signed by the Chairman and Parish Clerk. (unanimous)

RESOLVED to accept the Internal Audit Report and that the Internal Control Objectives noted in the Internal Audit report be addressed over the next nine months.

SIGNED:

Chairman

DATE: