

FLAMBOROUGH PARISH COUNCIL

MINUTES OF ANNUAL MEETING OF THE COUNCIL ON 13TH MAY 2019 At 7 PM, WI HALL, FLAMBOROUGH

Present: Councillors J Crossland, S Crossland, A Hanson, F Holt, V Leppington, D Major, M Sexton, C Taylor, T Traves.
Outgoing Chairman, Brian Maxwell
Libby Woodhouse
11 members of the public

1/19 Election of Chairman 2019/2020 and signing of Declaration of Acceptance of Office:

Mr Maxwell reported on the sad death of ERYC Ward Councillor Richard Harrap and wished to record the Parish Council's sincere condolences. He will be greatly missed.

The Council held one minute's silence to remember Ward Councillor Harrap

Mr Maxwell asked for nominations for election of Chairman 2019/2020.

RESOLVED: that Councillor John Crossland is elected Chairman for 2019/2020. Councillor Crossland took the Chair and signed the Declaration of Acceptance of Office.

The Chairman welcomed the new Council following the elections and the five new Councillors.

2/19 Election of Vice-Chairman 2019/2020:

RESOLVED: that Councillor Sarah Crossland is elected as Vice-Chairman for 2019/2020.

3/19 To note resignation of Clerk Victoria Mitchell and to appoint a Temporary Clerk:

The Chairman reported on the resignation of the Clerk, Victoria Mitchell who had given one week's notice ending Sunday 12th May – this was for family reasons.

RESOLVED: to appoint Libby Woodhouse as Temporary Clerk for a maximum of 3 months (terms and conditions to be considered). This would be subject to approval from her current employers which is required.

RESOLVED: to appoint Victoria Exon as Temporary RFO for a maximum of 3 months – approximately 5 hours to complete the audits and 2 hours per month at £15/hour. Victoria is RFO at Bridlington Town Council and had reported on the audit position of the Parish Council after consultation from Councillor Crossland. Neither the internal audit nor the external audit had been commenced however it would be possible to undertake this fairly quickly even with the tight timescales – she will ask the external auditors for an extension if this is needed. It was also recommended that the laptop is cleaned as malware/virus problems were evident. Arrangements were made for this.

4/19 To receive apologies for absence:

There were no apologies for absence

5/19 Code of Conduct:

- (a) **To record Declarations of Pecuniary/non-Pecuniary Interests by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared:**

Declarations of interest will be recorded at the appropriate Minute.

- (b) **To note dispensations given to any member of the Council in respect of agenda items below:**

There were no dispensations.

6/19 To approve and adopt Standing Orders for Flamborough Parish Council (defer to next meeting): This was deferred to the next meeting due to the Clerk's resignation.

7/19 To approve and adopt Financial Regulations for Flamborough Parish Council (defer to next meeting): This was deferred to the next meeting

8/19 Appointment of Representatives to Outside Bodies:

RESOLVED: To appoint the following:

- (a) Flamborough Sports Club Trust – Councillor Danny Major
- (b) Relief in Need 2019-2023 – Councillors John Crossland and May Sexton
- (c) Village Hall – Councillor Fiona Holt
- (d) Two voting delegates to the ERNLLCA NE District Committee – Councillors Sarah Crossland and Andrea Hanson
- (e) The Governing Body of Flamborough School – it was thought this was no longer valid.
- (f) Parish Transport Champion for North East Zone – to find out what is required for this
- (g) Representative to Health Forum – Councillor Christine Taylor

9/19 To review annual membership to organisation:

- (a) ERNLLCA
- (b) Clerk's Membership of SLCC

RESOLVED: that membership to these organisations is approved.

10/19 To appoint and consider membership of the Personnel Committee:

RESOLVED: that Councillors Leppington, Taylor and Traves are appointed to the Personnel Committee (Councillor Holt will be substitute) which will have delegated powers to deal with the recruitment of a new Clerk.

11/19 Appointment of Bankers and Signatories: currently Barclays Bank and Nationwide Building Society.

RESOLVED: That Barclays and Nationwide Building Society continue as Bankers. Councillors Leppington, J Crossland, Holt and the Clerk will be the new signatories.

12/19 Internal Appointments:

RESOLVED: To appoint the following:

- (a) Signatory for Verification of Quarterly Bank Reconciliation/Statements – Councillor S Crossland
- (b) Allotments Inspection – Councillor C Taylor
- (c) Playground Inspection – Councillor D Major
- (d) Flags – Councillor John Crossland

13/19 Appointment of Internal Auditor: Richard Dixon, Public Sector Audit.

RESOLVD: To appoint Richard Dixon, Public Sector Audit as the Internal Auditor

14/19 To review the Council Asset Register (defer to next meeting): Deferred to next meeting.

15/19 To review the Council insurance policy and discuss/decide on alterations (defer to next meeting): Deferred to next meeting.

16/19 To agree dates for Council Meetings in 2019/2020:

RESOLVED: To approved the following meeting dates.

All meetings at 7.30 pm in the WI Hall unless stated

Monday 3rd June 2019

Monday 1st July 2019

Monday 2nd September 2019

Monday 7th October 2019

Monday 4th November 2019

Monday 2nd December 2019

Monday 13th January 2020

Monday 3rd February 2020

Monday 2nd March 2020

Monday 6th April 2020 (Annual Parish Meeting 7 pm, Parish Council Meeting 7.30 pm)

Monday 11th May 2020 (Annual Council Meeting 7 pm, Parish Council Meeting)

Meeting closed at 7.25 pm.

Signed Date
Chairman