

Carlton Parish Council

Minutes of the Annual Meeting of the Council
Tuesday 21st May 2019 at 7.00pm
Carlton Methodist Church Schoolroom

Present:

Councillors: Cllr T. Clayton, Cllr M. Deller, Cllr J Thewlis, Cllr R. Everatt, Cllr D. Leek, Cllr G. Taylor

Proper Officer/Clerk: Mrs S. Rockliff

Members of the Public: There were no members of the public present.

Following the Parish Council Elections on the 2nd May 2019 the Proper Officer witnessed the signing of The Declaration of Acceptance of Office by each councillor before the meeting commenced.

Cllr Clayton, as Chairman of the Parish Council 2018-2019 opened the meeting at 7.00pm.

1. Election of Chairman

Cllr Leek proposed that Cllr Clayton be elected as Chairman of the Parish Council for 2019/20. Cllr Thewlis seconded the motion. A vote was held.

Resolved that Cllr Clayton be the Chairman of Carlton Parish Council for 2019/20.

2. Declaration of Acceptance of Office

Resolved that Cllr Clayton signed the Declaration of Acceptance of Office of Chairman in the presence of the council and the proper officer.

3. Apologies for Absence.

Apologies for absence were received from Cllr Welburn and Cllr Longfield.

Resolved that the apologies for absence be approved.

4. Election of Vice-Chairman

Cllr Leek proposed that Cllr Welburn be elected as Vice-Chairman of the Parish Council for 2019/20. Cllr Welburn had informed the clerk that he would be willing to stand as Vice-Chairman. Cllr Clayton seconded the motion. A vote was held.

Resolved that Cllr Welburn be the Vice-Chairman of Carlton Parish Council for 2019/20.

5. Registration of Financial and Personal Interests.

Councillors completed the Registration of Financial and Personal Interest Form.

Resolved that the clerk submit the forms to Selby District Council.

6. Election Expenses and Declaration

Councillors completed the Election Expenses Declaration form.

Resolved that the clerk submit the forms to Selby District Council.

7. Policies and Procedures

7.1. Councillors reviewed the Council's Code of Conduct

7.2. Councillors reviewed the Council's Standing Orders

7.3. Councillors reviewed the Council's Financial Regulations

7.4. Councillors reviewed the Council's General Privacy Notice

7.5. Councillor's reviewed the Council's Staff & Councillors' Privacy Notice

7.6. Councillors considered the Council's Records Management Policy.

Resolved that all of the above policies and procedures be adopted by the council for 2019/20

8. Appointment of Committee Members

8.1. Councillors considered membership for the Finance Committee.

Resolved that Cllr Clayton, Cllr Welburn, Cllr Thewlis, Cllr Leek and Cllr Taylor be elected to the Finance Committee

8.2. Councillors considered membership for the Planning Committee.

Resolved that Cllr Welburn, Cllr Leek, Cllr Clayton, Cllr Thewlis, and Cllr Taylor be elected to the Planning Committee.

9. Representative for Carlton Village Hall

Councillors considered the representative for the Village Hall Committee.

Resolved that Cllr Deller be the representative for Carlton Village Hall Committee.

10. Representatives for YLCA Branch Meetings

Councillors considered the representatives for the YLCA Branch Meetings with voting rights.

Resolved that Cllr Clayton and Cllr Taylor be the representatives of the council at YLCA branch meetings.

The Annual Meeting of the Council closed at 7.20pm.