

Skelton Parish Council

Parish Clerk: c/o, 7 School Lane, Fulford, York YO10 4LU

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Dear Councillors

30 April 2021

You are summoned to attend the **Annual Meeting** of Skelton Parish Council, to be held on **Thursday 6th May 2021 using zoom starting at 19:30**. Please find the agenda for the meeting below.

Members of the public and press are welcome to attend the meeting and may address the Council during the Open Forum session. Zoom link:

<https://us02web.zoom.us/j/86401932587?pwd=VnpEMDcvZXdkZmlxQTBvOTc3QWVnQT09>

Meeting ID: 864 0193 2587

Passcode: 743911

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Karin de Vries (Clerk)

Agenda

21/001 Chairman's welcome.

21/002 To receive nominations and elect the Chairman for 2021/22 and for the chairman to sign the Declaration of Office.

21/003 To receive nominations and elect the Vice Chair for 2021/22

21/004 Apologies for absence.

1. To receive apologies for absence given in advance of the meeting.
2. To consider the approval of reasons given for absence.

21/005 To remind councillors to review their Register of Interest within 28 days of any change

21/006 To receive any declarations of interests and dispensation requests.

21/007 To appoint members to the following panels and to confirm the terms of reference:-

- a. Finance Panel
- b. HR Panel
- c. Cemetery Advisory Panel
- d. Publicity officer

21/008 To appoint the Council's representatives on the following bodies:

- a. Kyle and Upper Ouse Internal Drainage Board
- b. Yorkshire Local Councils Association
- c. Village Hall Maintenance Committee
- d. Friends of Skelton Pond

21/009 To review the Standing Orders.

21/010 To review the Council's Governance and Policies including:-

- a. To adopt the new LGA Code of Conduct
- b. To review the Data Protection Policy
- c. To confirm the Health and Safety Policy
- d.

21/011 To resolve to renew annual membership of YLCA, SLCC and ICCM.

21/012 To consider annual financial matters:

- a. To review the Financial Regulations.
- b. To review insurance provider for 21/22.
- c. To consider the appointment of an internal auditor for 2021/22
- d. To confirm the Clerk as the Responsible Financial Officer and carrying out a risk assessment of the RFO appointment
- e. To review the Risk Management Register.
- f. To receive and consider the report of the Internal Auditor
- g. To approve the Bank reconciliation for the year ended 31 March 2021
- h. To approve the asset register for the year ended 31 March 2021
- i. To consider and approve direct debit instructions to the bank for the year 2021/2022
- j. To consider the assertions in the Annual Governance Statement for the year ended 31 March 2021
- k. To approve the Annual Governance Statement for the year ended 31 March 2021 and for the chairman to sign the Annual Governance Statement.
- l. To consider the Accounting Statements for the year ended 31 March 2021 and to ensure that the chairman signs and dates the Accounting Statements.
- m. To set the period for the exercise of public rights and to agree the publication on the website and noticeboard of the Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited together with the Annual Internal Audit Report, the Annual Governance Statement and the Accounting Statements for 2020/21.

21/013 To note dates, times and place of ordinary meetings of the full council for the year end as follows:

24 th June 2021	29 th July 2021	23 rd September 2021
28 th October 2021	25 th November 2021	27 th January 2022
24 th of February 2022	24 th March 2022	28 th April 2022

Subject to the power to meet remotely not being extended, all meetings are held at the Village Hall in Skelton starting at 19:30 except for the Annual Parish Assembly in April that starts at 19:00.