


# *Skelton Parish Council*

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

: 07842 889 146

clerk@skelton-york.gov.uk

[www.skelton-york.gov.uk](http://www.skelton-york.gov.uk)

---

Dear Members of Skelton Parish Council

20 May 2022

You are summoned to attend the **Annual Meeting** of Skelton Parish Council, to be held on **Thursday 26<sup>th</sup> May 2022 starting at 19:00 at Skelton Village Hall**. Please find the agenda for the meeting below.

Members of the public and press are welcome to attend the meeting. It is strongly recommended that those attending wear a face covering and keep a Covid safe distance from other attendees.



Karin de Vries (Clerk)

## **Agenda**

22/001 To receive nominations and elect the Chairman for 2022/23 and for the chairman to sign the Declaration of Office.

22/002 To receive nominations and elect the Vice Chair for 2022/23.

22/003 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.

22/004 To review the Code of Conduct and to remind councillors to review their Register of Interest within 28 days of any change occurring.

22/005 To receive any declarations of interests and any requests for dispensation.

22/006 To confirm and sign the minutes of the Ordinary meeting of the Council held on 28<sup>th</sup> April 2022 as a true and correct record.

22/007 To review the Scheme of Delegation.

22/008 To appoint any new committees or subcommittees.

22/009 To receive nominations and appoint members to the following committees, subcommittees and panels and to review the terms of reference:-

- a. Finance Committee/Finance Panel
- b. HR Committee/HR Panel
- c. Cemetery Committee/Cemetery Advisory Panel
- d. Skelton Pond working group
- e. Publicity officer

22/010 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 Management Committee

22/011 To review the Council's Governance and Policies including:-

1. To review and adopt the Standing Orders.
2. To review the Council's Complaints Procedure
3. To review the Council's Equality and Diversity Policy
4. To review the Council's policies, procedures and practices in respect to its obligations under Freedom of Information and Data Protection legislation.
5. To review the Media Policy.
6. To review the policy for Recording of Council Meeting
7. To review the Council's employment policies and procedures
8. To review the Health and Safety Policy
9. To review the Co-option Policy
10. To review the Training and Development Policy for Staff and Councillors

22/012 To resolve to renew annual membership of YLCA, SLCC and ICCM.

22/013 To consider annual financial matters:

- a. To review the Financial Regulations.
- b. To consider the appointment of an internal auditor for 2022/23
- c. To review the internal audit plan for 22/23.
- 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 review insurance cover for 22/23.
- g. To approve the Bank reconciliation for the year ended 31 March 2022
- h. To approve the asset register for the year ended 31 March 2022
- i. To consider and approve direct debit instructions to the bank for the year 2022/2023

22/014 To consider dates, times and place of ordinary meetings of the full council for the year end as follows:

23 <sup>rd</sup> June 2022	21 <sup>st</sup> July 2022	22 <sup>nd</sup> September 2022
27 <sup>th</sup> October 2022	24 <sup>th</sup> November 2022	26 <sup>th</sup> January 2023
23 <sup>rd</sup> of February 2023	23 <sup>rd</sup> March 2023	27 <sup>th</sup> April 2023

All meetings are held at the Village Hall in Skelton starting at 19:30 except for the Annual Parish Assembly in April and the Annual Meeting in May that start at 19:00.