



## Annual Meeting of the Parish Council 21 May 2019

### To Members of the Parish Council

You are hereby summonsed to attend the Annual Meeting of the Parish Council at **7.30pm on Tuesday 21 May 2019** at the Oriel Room, St Ricarius Parish Church, Aberford, for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

M Farman  
Clerk to the Parish Council  
15 May 2019

### AGENDA

1. **Election of Chairman (DH)**
2. **Election of Vice Chairman (DH)**
3. **To receive apologies and approve reasons for absence (Chairman)**
4. **Report for previous year (DH)**
5. **Review of working and advisory groups (Chairman)**
  - a. To consider and agree which councillors will serve on each group and agree the responsibilities of each group (please see separate full list)
  - b. To appoint a chair and vice chair or main contact point for each group
6. **Review of appointments to external organisations and additional responsibilities (Chairman)** (please see separate full list)
7. **To appoint an Internal Auditor (Clerk)**
8. **Review financial regulations and financial risk assessment (Chairman/Clerk)** (previously circulated)
9. **Review of Asset Register as at May 2019 (Clerk)** (previously circulated)
10. **Review and complete the required sections of the Annual Return for the year ended 31.03.19** (previously circulated) (Clerk)
  - a. Section 1 – Annual governance statement 2018/19
  - b. Section 2 – Accounting statements 2018/19
  - c. To consider the dates for posting the Notice of Public Rights on the PC noticeboards and website
11. **To appoint up to two councillors to attend the YLCA Branch Meetings and for them to represent the council as voting representatives at the meetings (Clerk)**
12. **Attendance record (May 2018 to April 2019) (Clerk)**
13. **Review of the council's membership of other bodies (Clerk):**
  - a. Yorkshire Local Councils Association
  - b. Community First Yorkshire
  - c. Society for Local Council Clerks
14. **Set the dates/times and place of ordinary meetings for the year ahead (Clerk)**
15. **Planning matters** – to discuss any applications received and **resolve** comments (Appendix 1.)
16. **Finance** – to receive report re balances, payments to be made and **resolve** acceptance (Appendix 2)
17. **Cllrs Forum** – to receive any matters of interest or concern for information only
18. **Agenda items for the next meeting** – to receive suggestions for inclusion on June's agenda
19. **Closure of meeting.**

### **On-going issues – decisions may be taken on any of these if so decided by the councillors**

- Christmas tree
- Speeding
- Planters

F Mary A Farman, interim Clerk to the Council

Appendices referred to in the Agenda are available on the Parish Council website or on application to the Clerk.

The Parish Council complies with the Mandatory Publication Scheme under the Freedom of Information Act. Information about the Council can be obtained from its website at: [www.aberford-pc.gov.uk](http://www.aberford-pc.gov.uk) or by contacting the Clerk.