

**SHERIFF HUTTON PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN THAT THE ANNUAL MEETING OF SHERIFF HUTTON PARISH COUNCIL WILL BE HELD IN SHERIFF HUTTON VILLAGE HALL, SHERIFF HUTTON ON**  
**FRIDAY 12<sup>th</sup> MAY 2017 AT 7.30PM**  
**(following the Annual Parish Meeting @ 7.00pm)**

All members of the Council are hereby summoned to attend to consider and resolve the business to be transacted at the meeting as detailed in the agenda below.

**Signed:** *L Pink* Clerk to the Council

**Date:** 8th May 2017

**AGENDA**

**A1. ELECTION OF CHAIRMAN**

To take nominations for and to elect the Chairman.

**A2. CHAIRMAN'S DECLARATION OF OFFICE**

The Chairman will sign the declaration of office of chairman.

**A3. ELECTION OF VICE CHAIRMAN**

To take nominations for and to elect a Vice Chairman.

**A4. ELECTION OF REPRESENTATIVES ON VARIOUS BODIES**

**1. APOLOGIES FOR ABSENCE**

To receive and note apologies for absence and consider reasons given for non-attendance.

**2. DECLARATION OF INTERESTS**

At this point members are asked to declare any personal or prejudicial interests they may have in the business in this agenda.

**3. MINUTES**

Minutes of the meeting held on Friday 14<sup>th</sup> April 2017 to be agreed and signed by the Chairman.

Following the changes made, minutes of the meeting held on 10<sup>th</sup> March 2017 also to be signed by the Chairman.

**4. PUBLIC FORUM**

An opportunity for members of the public to comment on agenda items and suggest future items. Standing order will be suspended. A time limit of 3 minute for each speaker.

**4A. EXCLUSION OF THE PUBLIC**

To consider excluding the public from the meeting prior to consideration and discussion of financial or necessary matters under Section 100a of the Local Government Act 1972.

**5. MATTERS ARISING FROM THE MINUTES**

- (a) Village Green Track Repairs - To discuss any responses received to the letter issued by the Parish Council to all residents around the Village Green.
- (b) To discuss the response from YLCA regarding Yew Tree House.
- (c) Letter to NYCC Archives to be signed by the Chairman for release of the archived documents.
- (d) To discuss the arrangements for the planting of the village signs within the Parish.

## **6. CLERK'S REPORT**

- (a) To provide an update and discuss the requirements for the Community Payback team regarding the painting of the railings around the Village Green.
- (b) To discuss the arrangements for the notice of vacancy within the Parish Council.

## **7. PLANNING**

- a. To consider the following applications – No new planning applications received prior to the production of the agenda.
- b. To hear results of applications decided – None received prior to production of the agenda.
- c. Notes.

## **8. VILLAGE REPAIRS**

To consider any village repairs required.

## **9. FINANCIAL MATTERS**

- a. To authorise payments BACS payments as listed below:-

L Pink	Clerks Salary (Net)	At Agreed Rate
L Pink	Expenses	£35.00 (Estimate)
Branching Out	Grass Cutting	£1,350.00

- b. To authorise cheque payments as listed - None noted.
- c. To note any income received.
- d. To discuss approval of any invoices received after production of agenda.
- e. To note bank balances.
- f. To consider the actuals vs. budget report.
- g. To discuss any other urgent request submitted to the meeting:-
  - (a) To consider and approve the Annual Governance Statement of the 2016/17 Annual Return by resolution, followed by the signing and dating of Section 1 of the Annual Return by the Clerk and Chairman.
  - (b) To consider and approve the Accounting Statements of the 2016/17 Annual Return, followed by the signing and dating of Section 2 of the Annual Return by the Chairman.
  - (c) To approve the appointment of the internal auditor for the 2016/17 financial year.

(d) To discuss the annual insurance quotations received and to agree an insurance provider from the 1<sup>st</sup> June 2017.

(e) To agree the Clerks annual pay increase as per the terms and conditions listed in the Clerk's contract. Any increase to be backdated to the 1<sup>st</sup> April 2017.

**10. CORRESPONDENCE**

To note correspondence received.

**11. REPORT FROM COUNTY COUNCILLOR**

**12. REPORT FROM DISTRICT COUNCILLOR**

**13. REPORTS FROM PARISH COUNCILLORS**

**14. MATTERS FOR INCLUSION IN VILLAGE NEWS**

To consider which matters should be reported in the village news.

**15. MATTERS FOR INCLUSION ON NEXT AGENDA**

**16. DATE AND TIME OF NEXT MEETING**

Currently timetabled as Friday 9<sup>th</sup> June 2017 @ 7.30pm.