

**MINUTES OF THE ANNUAL MEETING OF RUDBY PARISH COUNCIL HELD ON
Tuesday 4 MAY 2021 AFTER THE ANNUAL ASSEMBLIES OF RUDBY,
SKUTTERSKELFE, MIDDLETON ON LEVEN AND HUTTON RUDBY HELD VIA ZOOM**

Zoom Meeting ID: 865 3581 5586 Passcode: 797886

In attendance: Councillor E Foden (Chairman), Councillors K Clifford, A Collingwood, T Jopling, M McCluskey, A Mortimer, J Saxton, D Simpson, S Tate, N Thompson, A Voke, District Councillor Fortune, County Councilor Hugill, one member of the public.

1. **To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.** Councillor Collingwood proposed that Councillor Foden be elected as Chairman, seconded by Councillor Voke, agreed unanimously. Councillor Foden signed the declaration of acceptance of office.
2. **To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office.** Councillor Simpson proposed that Councillor Mortimer be elected as Chairman, seconded by Councillor Clifton, agreed unanimously. Councillor Mortimer signed the declaration of acceptance of office.
3. **Apologies for absence.** Councillor Saxton.
4. **To receive any declarations of interest in any agenda items, to include receipt of any gifts or hospitality over £25.** None were declared.
5. **Matters Arising.** There were none.
6. **Finance. To review and approve the financial regulations of Rudby Parish Council.** Councillor Thompson noted that the regulations are to be updated to reflect our intention to use internet banking and subject to that proposed that they be agreed. Seconded by Councillor Foden. Agreed unanimously.
7. **To appoint an internal Auditor.** Councillor Thompson proposed that Carol Banks be appointed. Seconded by Councillor Jopling. Agreed unanimously.
8. **Appointment of members to existing committees in the Council.**
 - a. **Planning.** Councillor Simpson proposed that Councillors Foden, Mortimer, Saxton and Tate be appointed. Seconded by Councillor Voke. Agreed unanimously.
 - b. **Finance.** Councillor Tate proposed that Councillors Foden, Jopling, Mortimer and Thompson be appointed. Seconded by Councillor Simpson. Agreed unanimously.
 - c. **Footpaths.** Councillor Mortimer proposed that Councillors Collingwood and Simpson be appointed. Seconded by Councillor Voke. Agreed unanimously.
 - d. **Allotments.** Councillor Mortimer proposed that Councillors Clifton and McCluskey be appointed. Seconded by Councillor Simpson. Agreed unanimously.
 - e. **Village Event.** It was acknowledged that all Councillors will need to be involved in some capacity. Councillor Clifford proposed that Councillors Foden, Jopling and McCluskey be appointed. Seconded by Councillor Tate. Agreed unanimously.
 - f. **Fireworks.** Councillor Tate proposed that Councillors Foden, Jopling and McCluskey be appointed. Seconded by Councillor Clifton. Agreed unanimously.

- g. **Care for our Village.** Councillor Jopling proposed that Councillors Collingwood and Thompson be appointed, Seconded by Councillor Simpson. Agreed unanimously.
 - h. **Neighbourhood Plan Steering Group.** Councillor Collingwood proposed that Councillors Foden, Mortimer, Saxton and Simpson be appointed. Seconded by Councillor McCluskey. Agreed unanimously.
9. **Appointment of members to committees outside the Council:**
- a. **Village Hall Management Committee.** Councillor Foden proposed that Councillors Collingwood and Simpson be appointed. Seconded by Councillor Mortimer. Agreed unanimously.
 - b. **Yorkshire Local Councils Association.** Councillor Foden proposed that Councillor Mortimer be appointed. Seconded by Councillor Collingwood. Agreed unanimously.
 - c. **Bathurst Education Foundation.** Councillor Simpson proposed that Councillor Thompson be appointed. Seconded by Councillor Clifton. Agreed unanimously.
 - d. **Stokesley & Villages Community Regeneration Group.** Councillor Thompson proposed that Councillor Simpson be appointed. Seconded by Councillor Tate. Agreed unanimously.
10. **Review and adoption of appropriate standing orders.** Councillor Foden proposed that this be agreed. Seconded by Councillor Mortimer. Agreed unanimously.
11. **Code of Conduct. For approval and adoption.** Councillor Foden proposed that this be agreed. Seconded by Councillor Mortimer. Agreed unanimously.
12. **Review of inventory of land and other assets including buildings and office equipment.** Councillor Thompson advised that these items are set out in the end of year accounts, he proposed that they be agreed. Seconded by Councillor Jopling. Agreed unanimously.
13. **Review and adoption of arrangements for insurance cover in respect of all insurable risks.** Councillor Thompson confirmed that the current providers, BHIB, are specialists in providing cover to Parish Councils. Councillor Jopling said that they had been very helpful with the issue on the sports field last year. Councillor Thompson proposed that that the insurance with BHIB should be renewed. Seconded by Councillor Jopling. Agreed unanimously.
14. **Review and adoption of the Council's complaints procedure.** Councillor Foden proposed that this be agreed. Seconded by Councillor Mortimer. Agreed unanimously.
15. **Review and adoption of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.** Councillor Foden proposed that this be agreed. Seconded by Councillor Mortimer. Agreed unanimously.

16. **Review and adoption of the Council's policy for dealing with the press/media.** Councillor Foden proposed that this be agreed. Seconded by Councillor Mortimer. Agreed unanimously.
17. **Review and adoption of the Council's employment policies and procedures.** Councillor Foden proposed that this be agreed. Seconded by Councillor Mortimer. Agreed unanimously.
18. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 since the last annual meeting on 13 May 2019 (no meeting in 2020 due to Covid restrictions).** Councillor Foden advised that there has not been any expenditure in the last financial year. Noted.
19. **Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. It is proposed that the ordinary meetings be held on the second Monday of each month, to be held remotely whilst Covid restrictions remain in place.** Councillor Foden proposed that this be agreed. Seconded by Councillor Mortimer. Agreed unanimously.

There being no further business the meeting closed at 7.32 pm.