

**MINUTES OF THE ANNUAL MEETING OF RUDBY PARISH COUNCIL HELD ON MONDAY 13<sup>TH</sup> MAY 2024 AT THE HUB (METHODIST CHAPEL), HUTTON RUDBY AT 7.30PM**

**PRESENT: COUNCILLOR MORTIMER (CHAIRMAN), COUNCILLORS BRAGG, HORVATH, JOPLING, SAXTON, SIMPSON, TATE, TITTERTON AND VOKE. TWO MEMBERS OF THE PUBLIC.**

**1. TO APPROVE APOLOGIES FOR ABSENCE.**

Councillors Barker and Puttick.

**2. TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE.**

Councillor Horvath proposed Councillor Mortimer be re-elected as Chairman, unanimously accepted. Declaration Signed by Councillor Mortimer and witnessed by the Clerk.

**3. TO ELECT THE VICE CHAIRMAN AND TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Councillor Mortimer proposed Councillor Jopling, unanimously accepted. Declaration signed by Councillor Jopling and witnessed by the Clerk.

**4. TO RECEIVE ANY DECLARATIONS OF INTEREST IN ANY AGENDA ITEMS, TO INCLUDE RECEIPT OF ANY GIFTS OR HOSPITALITY OVER £25.**

None declared.

**5. MATTERS ARISING.**

None declared.

**6. FINANCE – TO REVIEW AND APPROVE THE FINANCIAL REGULATIONS OF RUDBY PARISH COUNCIL.**

Councillor Mortimer proposed to approve and re-adopt the existing financial regulations, seconded by Councillor Horvath, agreed unanimously. Noted a new model will be proposed in June.

**7. TO APPOINT AN INTERNAL AUDITOR**

Councillor Mortimer proposed to appoint Carol Banks, seconded by Councillor Simpson, approved unanimously.

**8. APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES IN THE COUNCIL.**

**A). Finance.** Councillor Mortimer proposed that Councillors Horvath (Chair), Simpson, Mortimer, Jopling and Voke continue, seconded by Councillor Simpson, agreed unanimously.

**B). Care for our Village.** Councillor Mortimer proposed Councillor Horvath be appointed as the liaison, seconded by Councillor Simpson, agreed unanimously.

**C). Neighbourhood Plan Steering Group.** Councillor Mortimer proposed that he and Councillor Saxton continue, seconded by Councillor Simpson, agreed unanimously.

**D). Allotments Committee.** Councillor Mortimer proposed Councillors Titterton and Puttick continue with the addition of Councillor Bragg, seconded by Councillor Jopling, agreed unanimously.

**9. APPOINTMENT OF MEMBERS TO COMMITTEES OUTSIDE THE COUNCIL:**

**A). Village Hall Management Committee.** Councillor Mortimer proposed that Councillors Simpson and Voke remain as the two Trustees, seconded by Councillor Jopling, agreed unanimously.

**B). Yorkshire Local Councils Association.** Councillor Mortimer proposed he continues in the role with the addition of Councillor Bragg, seconded by Councillor Simpson, agreed unanimously.

**C). Bathurst Education Foundation.** Councillor Mortimer proposed that Councillor Simpson continue, seconded by Councillor Jopling, agreed unanimously.

**10. REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS TO INCLUDE THE FOLLOWING:**

**A). Complaints procedure.**

**B). Policy for dealing with the press/media.**

**C). Policies, procedures and practices in respect of its obligation under freedom of information and data protection legislation.**

Councillor Mortimer proposed that all the above be readopted, seconded by Councillor Horvath, agreed unanimously.

**11. CODES OF CONDUCT FOR APPROVAL AND ADOPTION.**

**A) North Yorkshire Standards arrangements.**

**B) Councillor – Officer protocol.**

Councillor Mortimer proposed that both of the above be readopted, seconded by Councillor Titterton, agreed unanimously.

**12. REVIEW OF INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.**

Following a discussion, it was RESOLVED to arrange for a review of the Asset Register.

**13. REVIEW AND ADOPTION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS.**

Councillor Mortimer proposed to accept the renewal quotation of the same basis of cover as previous year, Councillor Horvath seconded, agreed unanimously.

**14. REVIEW AND ADOPTION OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES TO INCLUDE PROCEDURES FOR DEALING WITH CHANGES TO PAY AN ANNUAL LEAVE.**

Councillor Mortimer proposed to readopt the existing protocol, seconded by Councillor Horvath, agreed unanimously.

**15. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972 SINCE THE LAST ANNUAL MEETING ON 9<sup>TH</sup> MAY 2023.**

Councillor Horvath confirmed there had been £5011 of expenditure, this was in respect of VAS signage, complementing the expenditure incurred in the previous financial year. The expenditure was within the prescribed cap for this authority of £13,554 for 2023-2024.

**16. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL.**

It was proposed By Councillor Mortimer to continue with ordinary meetings to be held on the second Monday of each month, unless that falls on a public holiday, in which case the meeting will be held on the first working day after the second Monday of each month. Councillor Simpson seconded, agreed unanimously.

There being no further business the Annual Meeting closed and continued with the ordinary meeting of the Council.