

MINUTES OF THE ANNUAL MEETING OF RUDBY PARISH COUNCIL HELD ON MONDAY 12TH MAY 2025 AT THE HUB (METHODIST CHAPEL), HUTTON RUDBY AT 7.30PM

Present: Councillors Barker, Bragg, Jopling, Mortimer, Saxton, Simpson, Tate, Voke, and Webster.

1. To approve apologies for absence.

Councillors Bury, and Puttick, and the Clerk

2. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

Councillor Simpson proposed Councillor Mortimer be re-elected as Chairman, seconded by Councillor Saxton, unanimously accepted. Declaration Signed by Councillor Mortimer and witnessed by Councillor Simpson.

3. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.

Councillor Mortimer proposed Councillor Jopling, seconded by Councillor Simpson, unanimously accepted. Declaration signed by Councillor Jopling and witnessed by Councillor Simpson.

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.

No matters arising.

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 Simpson, agreed unanimously. **Resolved** to adopt. Noted a new model is likely to be proposed in June.

7. To appoint an Internal Auditor.

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

8. Appointment of members to existing committees in the Council:

- a. Finance.** Councillor Mortimer proposed that Councillors Jopling, Mortimer, Simpson, and Voke continue, seconded by Councillor Bragg, agreed unanimously.
- b. Staffing Committee** Councillor Mortimer proposed that Councillors Bragg, Jopling, and Simpson continue, seconded by Councillor Voke, agreed unanimously.
- c. Care for our Village.** Councillor Mortimer proposed that Councillor Webster be appointed as the liaison councillor, seconded by Councillor Simpson, agreed unanimously.
- d. Neighbourhood Plan Steering Group.** Councillor Mortimer proposed that he and Councillor Saxton, Simpson, and Voke be appointed, seconded by Councillor Jopling, agreed unanimously.
- e. Allotments** Councillor Mortimer proposed Councillors Barker, Bragg, and Puttick be appointed, 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 Bragg, agreed unanimously.
- b. Yorkshire Local Councils Association.** Councillor Mortimer proposed he and Councillor Bragg

continue as RPC's representatives, seconded by Councillor Voke, agreed unanimously.

- c. Bathurst Education Foundation.** Former Councillor Thompson is RPC's current representative. The Clerk to check whether Mr Thompson is willing to continue. If not, Councillor Mortimer proposed that Councillor Simpson be appointed, seconded by Councillor Jopling, agreed unanimously.

North Yorkshire Councillor Hugill joined the meeting at this point.

- 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 obligations under freedom of information and data protection legislation.**
 - d. Scheme of Delegation**
 - e. Staffing committee**

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

- 11. Codes of Conduct for approval and adoption:**
- a. North Yorkshire Standards arrangements.**
 - b. Councillor- Officer protocol.**

Councillor Webster proposed that both of the above be readopted, seconded by Councillor Voke, agreed unanimously.

- 12. Review of inventory of land and other assets including buildings and office equipment.**
Resolved to accept the Asset Register

- 13. Review and adoption of arrangements for insurance cover in respect of all insurable risks.**
Councillor Mortimer proposed the Clerk accepts the three year renewal quotation for a similar basis of cover as for the previous year. Councillor Jopling seconded, agreed unanimously. Councillor Simpson to undertake the annual review of the Risk Register.

- 14. Review and adoption of the Council's employment policies and procedures to include procedures for dealing with changes to pay and annual leave.**
Councillor Mortimer proposed to readopt the existing protocol, seconded by Councillor Bragg, 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 13th May 2024.**
There was no expenditure

- 16. 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 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. The meetings to start at 19.30 and be held in the Hub (Methodist Chapel). **RESOLVED** to agree to the proposal