



MINUTES ANNUAL MEETING OF THE PARISH COUNCIL

26.22 Election of Chairman

The Council elected **Cllr Andrew Jordan** as Chairman for the municipal year 2026–27.

26.23 Declaration of Acceptance of Office- The Declaration of Acceptance of Office was reviewed.

26.24 Apologies- None received.

26.25 Disclosures of Interest- The Council reviewed the standing item on declarations of interest.

26.26 Election of Vice Chairman- The Council elected **Cllr David Shield** as Vice Chairman for the municipal year 2026–27.

26.27 Committee Membership- All Members were appointed to the existing Staffing Committee.

26.28 Terms of Reference- The Council reviewed the Terms of Reference.

26.29 Delegation Arrangements

The Council reviewed delegation arrangements to committees, sub-committees, staff and other local authorities.

a) Clerk – Scheme of Delegation reviewed.

26.30 Policy Reviews & Adoption The Council reviewed the following policies, procedures and practices adopting them for 2026-27:

a) Standing Orders

b) Financial Regulations

c) North Yorkshire Council Code of Conduct

d) Biodiversity Policy



- e) Pension & Retirement Policy
- f) IT Policy
- g) Subject Access Request (SAR) Form
- h) Data Breach Reporting Form
- i) Complaints Procedure
- j) Press & Media Policy

26.31 Asset Register- The Council reviewed the inventory of land and assets, including office equipment. Properties to be removed as appropriate.

26.32 Insurance- The Council confirmed the current insurance arrangements. No changes required.

26.33 Risk Assessment- The Council reviewed the Council's Risk Assessment.

26.34 Systems of Internal Control- The systems of internal control were reviewed.

26.35 Appointments to External Organisations

The following appointments were confirmed:

- a) YLCA Branch Meeting Representative – Cllr Houghton
- b) Leyburn PPG – Cllr Houghton

26.36 Subscriptions

The Council reviewed and approved the annual subscription to YLCA.

26.37 General Power of Competence (GPC)- The Council reaffirmed its eligibility for the General Power of Competence.

26.38 Finance

- a) Regular Payments List – Reviewed and approved.
- b) Direct Debits – The Council resolved to approve payment by Direct Debit to:



1. Information Commissioner's Office
 2. HMRC PAYE
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26.39 Calendar of Meetings for 2026–27

The Council approved the following schedule of meetings up to the next Annual Meeting:

- **Tuesday 19th May 2026** – Annual Meeting & Meeting of the Parish Council
 - **Tuesday 30th June 2026**
 - **Tuesday 11th August 2026**
 - **Tuesday 22nd September 2026**
 - **Tuesday 3rd November 2026**
 - **Tuesday 8th December 2026**
 - **Tuesday 19th January 2027**
 - **Tuesday 2nd March 2027**
 - **Tuesday 13th April 2027**
 - **Tuesday 18th May 2027** – Annual Parish Meeting & Annual Meeting of the Parish Council
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