



**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 15th
MAY 2019 in the ELDERS COMMUNITY CENTRE,
ST AIDAN'S ESTATE, GREAT PRESTON AT 1800hrs.**

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MEMBERS PRESENT: Cllrs. Bath, Dickinson, Bentley and Taylor. Also present was the Clerk.

1. CHAIRMANS WELCOME AND OPEN MEETING and RECEIVE APOLOGIES

Apologies were received from Cllr. Blackburn.

Resignation was received from Cllr. Hanson, who is leaving the area.

2. ELECTION OF CHAIRPERSON FOR 2019/20 and to receive the Chair's declaration of Acceptance of Office.

Cllr. Bath was nominated for Chairman by Cllr. Taylor, seconded by Cllr. Dickinson and RESOLVED. Acceptance form completed.

3. ELECTION OF VICE-CHAIRPERSON FOR 2018/19 and to receive the Vice Chair's Declaration of Acceptance of Office.

Cllr Taylor was nominated for Vice Chairperson by Cllr. Dickinson, seconded by Cllr. Bentley and RESOLVED. Acceptance form completed.

4. TO RECEIVE ACCEPTANCE OF OFFICE FORMS FROM MEMBERS AND ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS.

The forms were completed by all Councillors. Leeds City Council to be notified of changes.

5. REVIEW WORKING & ADVISORY GROUPS and appoint members to serve on them.

To consider and agree which councillors will serve on which group and agree the responsibilities of each group.

After a short discussion regarding the issue of fewer Councillors the Parish Council agreed to continue with the previous year's working groups as below:

Governance & Policy Development Group (GAPDWG)

Agreed membership – Cllrs. Blackburn, Dickinson and Bath

Village Hall Liaison Group: (VHLG)

Current membership – Cllrs. Bentley, Hanson and Crossley.

Agreed membership – Cllr. Bentley with support from any other councillor.

Property & Assets Maintenance Group: (PAMG)

Current membership – Cllrs. Bath, Hanson and Taylor.

Agreed Membership – Cllrs. Bath, and Taylor

Environment working Party:

Currently not a working group, but mostly dealt with by Cllr. Bentley, who is happy to continue in this role.

Finance Advisory Group: (FAG)

Agreed membership - Cllrs Taylor and Bath to carry out financial controls and Audits periodically.

6. APPOINT REPRESENTATIVES ON THE UNDERMENTIONED BODIES AS REQUIRED.

a) To nominate a Trustee and a representative for SWILLINGTON EDUCATIONAL CHARITY.

Trustee: Cllr. Blackburn had indicated that she was willing to continue and was nominated by Cllr. Dickinson, seconded by Cllr. Bentley, **RESOLVED**

Co-opted Representative: Cllr. Taylor was willing to continue and was nominated by Cllr. Dickinson, seconded by Cllr. Bentley, **RESOLVED**

b) YLCA Council Representative(s) to attend branch meetings and for them to represent the Council as voting representatives at the meetings. Cllrs. Dickinson and Blackburn had agreed to carry on as representatives.

7. REVIEW AND APPROVE THE FOLLOWING POLICIES:-

a) Revised Standing Orders - The members had reviewed the documents and queried section 20 b. Cllr. Dickinson to seek clarification from YLCA and present findings and amended Standing orders to the next meeting, for adoption.

b) New Data Protection Policy – Circulated earlier for examination but to be adopted at the next meeting

c) New Media Policy- Circulated earlier for examination but to be adopted at the next meeting.

d) Asset Register - This is to be updated.

e) Review Council's complaints procedure - Further reading and for adoption at the next meeting.

8. RECEIVE YEAR END ACCOUNTS

a) Review and complete the required sections of the Annual Return for the year ended 31.03.19 Proposed by Cllr. Taylor, seconded by Cllr. Bentley - **RESOLVED**

b) Appointment of an Internal Auditor.

It was accepted that Mr Geoff Haigh be appointed to undertake the Internal Audit.

9. TO RECEIVE SCHEDULE OF MEETINGS 2019/20

A schedule of meetings for 2019/20 was circulated and the members **RESOLVED** to accept this and post it on the website.

Meeting closed at 19.50pm

Chair.....

Date.....