
Clerk: Samantha Perks, e: clerk@stapletoncleasbypc.org
Stapleton and Cleasby Parish Council, York House, School Bank, Middleton Tyas, Richmond, North Yorkshire,
DL10 6RE

MINUTES OF MEETING

MINUTES OF THE ANNUAL MEETING OF STAPLETON AND CLEASBY PARISH COUNCIL, ON 10TH MAY 2023 AT 6.15PM
IN CLEASBY VILLAGE HALL.

PRESENT: Councillor C Vigors
Councillor R Leckie
Councillor K Webster
Councillor K Pearson
Councillor L Heritage
Councillor C Mitchell

Councillor- A Thompson NYC

Officers: Mrs S Perks (Clerk)

1. Election of Chairman- Cllr C Vigors proposed Cllr R Leckie seconded by Cllr K Webster

2. Chairman to sign Acceptance of Office

Cllr R Leckie signed the Acceptance of Office

3. Apologies

None received.

4. To agree the Minutes of the Annual meeting held on 11st May 2022 as a true and accurate record.

The minutes were unanimously agreed.

5. Election of Vice-chairman

Cllr K Webster proposed Cllr C Vigors, seconded by Cllr L Heritage.

6. Declaration of Office

- i. Councillor's Declaration of Acceptance was signed.
- ii. It was resolved that any Councillor unable to sign their Declaration of Acceptance at this first meeting of the council, can do so at the next ordinary meeting of the council.

7. It was resolved to appoint Samantha Perks as the Responsible Financial Officer for the coming year.

8. The Responsible Financial Officer's Year End annual report was received.

9. Annual Governance and Return

- i. Certificate of Exemption. It was agreed to certify that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.
- ii. The Annual Governance Statement was considered and approved.

- iii. The Annual Accounting Statement was considered and approved.
- iv. The dates for the Notice of Public Rights and Publication of Annual Governance & Accountability Return were set as Monday 5th June through to Friday 14th July.
- v. The Asset Register was reviewed and agreed.

10. The following policies and procedures were reviewed and adopted.

- i. Standing Orders
- ii. Risk Assessment and Management
- iii. Councillors Code of Conduct
- iv. Publication Scheme
- v. Asset Register
- vi. Complaints procedure

11. It was agreed to conduct an annual audit of the trees under ownership of the parish council.

12. The date of the next Annual Meeting of the Council was noted to be, Wednesday 8th May 2024.

Meeting closed at 6.45pm

Signed (Chairman).....

Dated.....

