

WORLABY PARISH COUNCIL

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Minutes of the Annual Meeting of Worlaby Parish held on Tuesday 10th May 2022, commencing at 6.45pm in Worlaby Village Hall

Present: Cllr Mike Speakman – Chair
Cllr Tom Cave, Cllr Neil Empson, Cllr Matt Moran
Clerk – Holly Hanson

Ward Councillors No Ward Councillors attended.
3 members of the public attended.

APCM22/23 – 0501 **Election of Chairman**

- a) Cllr Speakman was nominated for the position of Chairman. No other nominations were received. Cllr Speakman was unanimously voted into office and the Declaration of Acceptance of Office signed and received by the Clerk.

APCM22/23 – 0502 **Apologies**

Apologies were noted from Cllrs Bowles, Fowler and Truelove

APCM22/23 – 0503 **Declarations of Interest**

- a) No declarations of interest

APCM22/23 – 0504 **Election of Vice-Chairman**

- a) Cllr Bowles was nominated for the position as Vice-Chairman. No other nominations were received. Cllr Bowles was unanimously voted into office.

APCM22/23 – 0505 **Election of Meeting Representatives**

- a) The following Councillors will represent the Parish Council at outside meetings and events.
- i) Low Villages Forum Representative – Cllr Tom Cave
 - ii) Police/NAT Committee Representative – Cllr Tom Cave
 - iii) ERNLLCA District Committee Meeting Representatives – Cllr Tom Cave and Cllr Mike Speakman

APCM22/23 – 0506 **Election of Committee / Working Party Representatives**

- a) Councillors deferred the formation/continuation of any committees or work parties and to further agree their Functions and Terms of Reference to the June meeting.

APCM22/23 – 0507 **Responsibilities for Asset Inspections**

- a) The following Councillors will be responsible for inspecting the following assets:
- i) BT Kiosk – Cllr Mike Speakman
 - ii) War Memorial – Cllr Mike Speakman
 - iii) Flagpole - Cllr Tom Cave
 - iv) Bus Stop – Cllr Neil Empson
 - v) Pleasure Ground and Play Area – Cllr Neil Empson

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- vi) Fountain – Cllr Neil Empson
- vii) Recreation Ground – Cllr Tom Cave
- viii) Woodland Glade and Hollows – Mr Peter Jones
- ix) CCTV System – Cllr Richard Bowles

APCM22/23 – 0508 **To approve the Internal Auditor for 2022/23**
Councillors approved Brian Brooks as the Internal Auditor for the 2022/23 year

APCM22/23 – 0509 **Re-adoption of Code of Conduct and reminder of review of Register of Interests**
The Parish Council unanimously agreed the re-adoption of the Code of Conduct and confirmed that they had reviewed and updated their Register of Interests.

APCM22/23 – 0510 **Policies and Procedures**

- a) The Standing Orders were reviewed, approved, and adopted.
- b) The Financial Regulations were reviewed, approved, and adopted.
- c) The Asset Register was reviewed and approved.
- d) The Child Protection Policy was reviewed and approved.
- e) The Member and Officer Protocol was reviewed and approved.
- f) The Health and Safety Risk Assessment was reviewed and approved.
- g) The Financial Risk Assessment was reviewed and approved.
- h) The Safeguarding Vulnerable Adults Policy was reviewed and approved.
- i) The Equal Opportunities Policy was reviewed and approved
- j) The Child Protection Policy was reviewed and approved.
- k) The Data Protection Policy was reviewed and approved
- l) The Disciplinary Grievance Policy was reviewed and approved
- m) The Complaints Procedure was reviewed and approved
- n) The Media Policy was reviewed and approved
- o) The Reserves Policy was reviewed and approved
- p) The Publication Scheme was reviewed and approved
- q) The CCTV Policy was reviewed and approved
- r) The Volunteer Awards Policy was reviewed and approved

APCM22/23 – 0511 **To review and renew Parish Insurance**
a) Councillors reviewed the current insurance provision in line with the Asset Register and resolved to pay the renewal premium

APCM22/23 – 0513 **Public Comment**
No public comment.