

WORLABY PARISH COUNCIL

Parish Clerk – Holly Hanson
Appledore, 26 Main Street, Horkstow, Barton-upon-Humber, DN18 6BG
TEL: 07393 21 30 30
EMAIL: clerk@worlabyparishcouncil.gov.uk
www.worlabyparishcouncil.gov.uk

Minutes of the Annual Meeting of Worlaby Parish Council held on Tuesday 17th May 2023, commencing at 6.45pm in Worlaby Village Hall

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

Ward Councillors No Ward Councillors attended.

3 members of the public attended.

APCM23/24 – 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.

APCM23/24 – 0502 **Apologies**

- a) Reasons for apologies were accepted from Cllrs Bowles, and Fowler

APCM23/24 – 0503 **Declarations of Interest**

- a) No declarations of interest

APCM23/24 – 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.

APCM23/24– 0505 **Internal Audit Report 2022/23**

- a) Members received the Internal Audit Report for the 2022/23 year and noted the recommendations

APCM23/24– 0506 **Annual Governance Statement 2022/23**

- a) Members considered the Annual Governance Statement.
- b) Members unanimously approved the Governance Statement.
- c) The Governance Statement was signed and dated by the Chair and Clerk.

APCM23/24– 0507 **Annual Accounting Statement 2022/23**

- a) Members considered the Accounting Statement and Summary of Accounts.
- b) Members unanimously approved the Accounting Statement and Summary of Accounts.
- c) The Chair signed and dated the Accounting Statement and Summary of Accounts

APCM23/24 – 0508 **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

Page 1

Signed _____ Position _____ Date _____

WORLABY PARISH COUNCIL

APCM23/24 – 0509 Election of Committee / Working Party Representatives

- a) To agree to formation/continuation of any committees or work parties and to further agree their Functions and Terms of Reference.
 - i) Councillors Truelove, Bowles and Fowler will form the Personnel Committee.
 - i) Councillors reviewed and approved the Personnel Committee Terms of Reference
 - i) Councillors Bowles and Fowler will represent the Parish Council on Worlaby Playing Field Working Party
 - ii) Councillors Bowles, Truelove and Fowler will represent the Parish Council on Worlaby Village Hall Improvements Working Party

APCM23/24 – 0510 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 Ian Fowler
 - v) Pleasure Ground and Play Area – Cllr Tom Cave
 - vi) Fountain – Cllr Mike Speakman
 - vii) Recreation Ground – Cllr Ian Fowler
 - viii) Woodland Glade and Hollows – Mr Peter Jones
 - ix) CCTV System – Cllr Richard Bowles

APCM23/24 – 0511 Delegation of Responsibilities

- a) Councillors discussed devolution of responsibility for responding to planning applications to the Clerk due to the shortened timeframes for responses.

Resolved – To devolve responsibility for responding to planning applications to the Clerk in consultation with Councillors, arranging Extraordinary Meetings for further discussion as necessary.

APCM23/24 – 0512 To approve the Internal Auditor for 2023/24

Councillors approved Brian Brooks as the Internal Auditor for the 2023/24 year

APCM23/24 – 0513 Re-adoption of Code of Conduct and reminder of Register of Interests

Councillors unanimously agreed the re-adoption of the Code of Conduct and confirmed that they had completed their Register of Interests

APCM23/24 – 0514 Policies and Procedures

- a) The Standing Orders were reviewed, approved, and adopted.
- b) The Financial Regulations were reviewed, approved, and adopted.
- c) The Child Protection Policy was reviewed and approved.
- d) The Member and Officer Protocol was reviewed and approved.
- e) The Financial Risk Assessment was reviewed and approved.
- f) The Safeguarding Vulnerable Adults Policy was reviewed and approved.
- g) The Equal Opportunities Policy was reviewed and approved
- h) The Child Protection Policy was reviewed and approved.
- i) The Data Protection Policy was reviewed and approved
- j) The Disciplinary Grievance Policy was reviewed and approved
- k) The Complaints Procedure was reviewed and approved
- l) The Media Policy was reviewed and approved

Page 2

Signed _____ Position _____ Date _____

WORLABY PARISH COUNCIL

- m) The Reserves Policy was reviewed and approved
- n) The Publication Scheme was reviewed and approved
- o) The CCTV Policy was reviewed and approved
- p) The Risk Assessments were reviewed and approved.
- q) The Asset Register was reviewed and approved.
- r) The Insurance Provision was reviewed and approved

APCM23/24 – 0515 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

APCM23/24 – 0516 Public Comment

No public comment.