

**Garton on the Wolds Parish Council**

**gartonparishcouncil.eastriding.gov.uk**

**Document Reference 1/2025-26**

Garton on the Wolds Parish Council – Minutes of the Annual Meeting held on **1st May** **2025** at 19:15 in the School, Station Road.

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| Present | |  |  | |
| Cllr. Alison Botten | | AB | Chairman | |
| Cllr. Daniel Wilson | | DW | Vice Chairman | |
| Cllr. Mike Benton-Rose | | MBR | Councillor | |
| Cllr. Stuart Dixon | | SD | Councillor | |
| Cllr. Adrian Black | | AMB | Councillor | |
|  | |  |  | |
| Attended by | |  |  | |
| **Officers** | |  |  | |
| Catherine Simpson | | CS | Clerk and RFO | |
| **Others** | |  |  | |
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|  |  | | | **Action** |
|  | WELCOME | | |  |
|  | The Chairman welcomed everyone to the meeting. | | |  |
| **25/26-1** | ELECTION OF CHAIRMAN OF THE COUNCIL | | |  |
|  | **RESOLVED:** Councillor Alison Botten was elected as Chairman and signed her Declaration of Acceptance of Office (AMB/DW). | | |  |
| **25/26-2** | **ELECTION OF VICE CHAIRMAN OF THE COUNCIL** | | |  |
|  | **RESOLVED:** Councillor Daniel Wilson was elected as Vice Chairman (AB/SD). | | |  |
| **25/26-3** | **APOLOGIES FOR ABSENCE** | | |  |
|  | None. | | |  |
| **25/26-4** | REVIEW OF STANDING ORDERS | | |  |
|  | **RESOLVED:** That the standing orders be adopted subject to the amendments made (AB/DW) | | |  |
| **25/26-5** | **REVEW OF FINANCIAL REGULATIONS** | | |  |
|  | **RESOLVED**: That the Financial Regulations be adopted (AMB/MBR) | | |  |
| **25/26-6** | **APPOINTMENT OF INTERNAL AUDITOR** | | |  |
|  | **RESOLVED:** That Richard Dixon be re-appointed as internal auditor. | | |  |

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| **25/26-7** | **COMMITTEES** |  |
|  | **RESOLVED:** that Cllr. Mike Benton-Rose, Cllr. Daniel Wilson & Cllr. Adrian Black be appointed members of the HR Committee. |  |
| **25/26-8** | **OUTSIDE BODIES** |  |
|  | **RESOLVED**: That Councillor Dixon & Councillor Alison Botten be appointed as representatives on the ERNLLCA (District Committee). |  |
| **25/26-9** | **REVIEW OF ASSET REGISTER** |  |
|  | **RESOLVED**: That Council approve the asset register. |  |
| **25/26-10** | **REVIEW OF INSURANCE** |  |
|  | The insurance was recently reviewed prior to audit. |  |
| **25/26-11** | **POLICIES & PROCEDURES** |  |
|  | **RESOLVED:** to approve the following:  Health & Safety policy – agreed to carry this one forward and source a more up to date document  Recording policy  Media policy  Equality & Diversity policy – agreed to carry this one forward and source a more up to date document  Scheme of Publication  Poppy Wreath protocol – this is no longer required  Data Protection  Bullying & Harassment policy  Code of Conduct |  |
| **25/26-12** | **RISK ASSESSMENTS** |  |
|  | **RESOLVED:** to approve the following:  General Risk Assessment – circulate and carry forward  Management Risk Assessment  Snow & Ice Clearing Assessment  Pond Risk Assessment – a number of changes suggested – Cllr. Botten to update and circulate prior to next meeting  Christmas Lights Risk Assessment |  |
| **25/26-13** | **COUNCILLOR ROLES** |  |
|  | There were no changes to the roles. |  |
| **25/26-14** | **MEETING DATES** |  |
|  | **RESOLVED:** That meetings be held on the first Thursday of each month. |  |

Meeting closed at 19:54

Signature of Chairman:

**Clerk**: Catherine Simpson, 19 Princess Road, Market Weighton, Y043 3BX

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