

**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.

|  |  |  |
| --- | --- | --- |
| 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** |  |  |
|  |  |  |
|  |  |  |
|  |  | **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. |  |

|  |  |  |
| --- | --- | --- |
| **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 documentRecording policyMedia policyEquality & Diversity policy – agreed to carry this one forward and source a more up to date documentScheme of PublicationPoppy Wreath protocol – this is no longer requiredData ProtectionBullying & Harassment policyCode of Conduct |  |
| **25/26-12** | **RISK ASSESSMENTS** |  |
|  | **RESOLVED:** to approve the following:General Risk Assessment – circulate and carry forwardManagement Risk AssessmentSnow & Ice Clearing AssessmentPond Risk Assessment – a number of changes suggested – Cllr. Botten to update and circulate prior to next meetingChristmas 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

 Telephone: 01430 872239 /Email: garton.clerk@hotmail.co.uk