

**Cayton Parish Council Annual Meeting:
17th May 2021 at 6.30pm, Jubilee Hall, Main Street, Cayton**

Present: Parish, Borough, & Unitary / County Councillor Mrs Swiers (Chairman), Borough Councillor Mr Green, Parish Councillors; Jennifer Caygill, Bev Petts , Rhona Liley , James Boak, Gill Armstrong (Clerk)

Prior to the start of the meeting, Councillor Mrs Swiers welcomed Councillor Boak to the meeting, who had been recently elected onto the council

- 1. Election of Chairman** Councillor Swiers was proposed & seconded as chairman.
- 2. Declaration of Acceptance of Office** Councillor Swiers signed the declaration of acceptance of Office, the meeting continued under her chairmanship.
The Chairman thanked all Parish councillors for their work during the last year and looking forward to the coming year in the village
- 3. Appointment of Vice Chairman** Councillor Caygill was proposed & seconded as vice chairman.
- 4. Notice of meeting: it was:- RESOLVED : That Public Notice of the meeting had been given in accordance with Schedule 12 para10 (2) (b) of the Local Government Act 1972.**
- 5. Declarations of interest:** The Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest as detailed in Appendix A & Appendix B of the Parish Councils Code of Conduct. - **None**
- 6. Apologies:-** None
- 7. To appoint members to the standing committees: It was RESOLVED the following be appointed to the standing committees:-**
 - Finance** – Chair Cllr Caygill
 - Recreation & Amenities** – Chair Cllr Petts after a majority vote
 - Village Maintenance** – Chair Cllr Boak after a majority vote
 - Planning** – Chair Cllr Swiers

At this time it was RESOLVED that all committees will be incorporated into the Main meeting as there are only 5 Councillors – to review after Co-option
- 8. To appoint members to other committees: It was RESOLVED the following be appointed to other committees:**
 - Disciplinary & Grievance** – Chair Cllr Liley
 - Staffing** – Chair Cllr Caygill
- 9. To appoint members to working groups: It was RESOLVED the following be appointed to the working groups:**
 - Cayton news** – Cllr Liley, Cllr Petts, Gill Armstrong
 - Grants** – Cllr Boak
 - Snow Plan** – Cllr Boak

Neighbourhood Development Plan – Cllr Swiers

10. To appoint representatives for outside committees, groups & organisations:

Flood Group – Cllr Boak, Gill Armstrong

Jubilee Hall Management Committee – Cllr Swiers, Cllr Liley

Village Hall Management Committee – Cllr Swiers

YLCA – Cllr Swiers, Gill Armstrong

Local Area YLCA - Cllr Petts, Gill Armstrong

11. Standing orders: To be discussed at following Full Meeting same evening

12. Financial Regulations - To be discussed at following Full Meeting same evening

13. Financial Risk Assessment – To be discussed at following Full Meeting same evening

14. Yorkshire Local Councils Association: It was **RESOLVED** that the Clerk will forward any relevant training as required to Councillors

15. To confirm dates of Full Council meetings: it was confirmed that the dates of Full council meetings be the 3rd Tuesday each month except for December when it will be held on the 2nd Tuesday; all meetings to commence at 7pm unless otherwise agreed.

Signed..... Dated.....