

**Cayton Parish Council Annual Meeting:
4th May 2021 at 7:00pm on the Zoom platform due to restrictions**

Present: Parish, Borough, & County Councillor Mrs Swiers (Chairman), Borough Councillor Mr Green, Parish Councillors; Mr Bell, Mrs Hudson, Mr Poor, Mr Southward, Mrs Kelly, Mrs Petts & Mrs Liley, G. Armstrong (Clerk)

Prior to the start of the meeting, Councillor Mrs Swiers welcomed Councillor Petts to the meeting , who had been co-opted onto the council

- 1. Election of Chairman** Councillor Mrs Swiers was proposed & seconded as chairman.
- 2. Declaration of Acceptance of Office** Councillor Mrs Swiers will sign the declaration of acceptance of office as soon as practicable due to current regulations with regards to meetings in person ,the meeting continued under her chairmanship.

The Chairman thanked all Parish councillors for their work during the last unprecedented year and looking forward to the coming year in the village

- 3. Appointment of Vice Chairman** Councillor Green 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** – Councillors Mr Green , Ms Kelly , Mrs Liley and Mr Bell
 - Recreation & Amenities** – Councillors Mrs Liley, Ms Kelly , Mr Southward , Mr Bell , Mrs Petts
 - Village Maintenance** – Councillors Mr Poor , Mrs Hudson , Mrs Swiers , Mr Bell, Mrs Petts
 - Planning** – Councillors Mrs Hudson , Mr Poor , Mr Southard , Mr Green
- 8. To appoint members to other committees: It was RESOLVED the following be appointed to other committees:**
 - Disciplinary & Grievance** – Councillors Ms Kelly , Mrs Hudson , Mr Poor , Mrs Swiers , Mrs Liley
 - Staffing** – Councillors Ms Kelly , Mrs Swiers , Mrs Liley, Mr Bell and Mr Green
- 9. To appoint members to working groups: It was RESOLVED the following be appointed to the working groups:**
 - Cayton news** – Councillors Mrs Petts , Mrs Swiers , Mrs Liley and Mr Poor
 - Grants** – Councillors Mr Bell , Mrs Hudson , Mrs Liley and Mrs Swiers
 - Snow Plan** – Councillors Mr Bell and Mr Poor

Neighbourhood Development Plan – Councillors Mr Green , Mrs Hudson , Mrs Liley , Mrs Swiers , Mrs Petts

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

Cayton in Bloom – Councillors Mrs Hudson and Mr Green

Flood Group – Councillors Mr Poor and Mr Green

Jubilee Hall Management Committee – Councillors Mrs Swiers , Mrs Liley and Mr Poor

Village Hall Management Committee – Councillor Mrs Swiers

Eastfield PACT – Councillor Mr Bell

CPFA - Councillor Mr Poor

YLCA - Councillor Mrs Swiers - in her absence Councillor Ms Kelly , Gill Armstrong, Clerk.

Local Area YLCA - Councillor Mr Southward and Gill Armstrong, Clerk

11. Standing orders: The Clerk reported that the current Standing Orders are to be reviewed on the 18th May 2021 at the next Full Council meeting. **It was RESOLVED that the existing Standing Orders & Financial Regulations be adopted**

12. Financial Regulations - The Clerk reported that the current Financial Regulations are to be reviewed on the 13th of May 2021 at the next Finance Committee meeting and then on the 18th May 2021 at the next Full Council meeting

13. Financial Risk Assessment – - The Clerk reported that the current Financial Risk assessment is to be reviewed on the 13th of May 2021 at the next Finance Committee meeting and then on the 18th May 2021 at the next Full Council meeting

14. Yorkshire Local Councils Association: New Councillor Training was discussed **& it was RESOLVED that Councillors Mrs Petts should attend new councillor training course on 18th May via Zoom**

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**.....