

EASINGWOLD TOWN COUNCIL

**Annual Meeting of the Council to be held at 7.00pm on Tuesday 19th May 2015
in the Council Chamber at the Galtres Centre**

A G E N D A

1	ELECTION OF CHAIRMAN 1.1 To elect a Chairman (who is also Town Mayor) and to receive the Chairman's Declaration of Acceptance of Office*. 1.2 To note the Chairman's Allowance for 2015/16 is £453.		
2	ELECTION OF VICE CHAIRMAN To elect a Vice Chairman		
3	APOLOGIES To note apologies and consider approval of reasons given		
4	MINUTES 4.1 To consider minutes of meeting dated 21 April 2015 (attached) and approve for signature. 4.2 To note draft minutes of Annual Parish Assembly 14 April 2015 which are published on the council website.		
5	To resolve to adjourn the meeting for up to 15 minutes to take questions or comments through the Chairman from members of the public		
6	COMMITTEES 6.1 To note that all committee structure and terms of reference are dealt with annually as part of the Standing Order review; next review due November 2015. 6.2 To appoint committee and sub-committee members		
7	REPRESENTATIVES ON OUTSIDE BODIES 7.1 To receive notice of Councillor Readman's resignation from United Charities with immediate effect. 7.2 To appoint representatives to outside bodies		
8	CO-OPTION POST ELECTIONS 8.1 To receive a letter from the YLCA with recommended procedures for co-option 8.2 To consider the way forward		
9	CHAIRMAN'S REPORT APRIL 2015 To formally receive the report and agree for it to be published in the Easingwold Advertiser. As the Chairman's Report is one of the three newsletters the council issue each year, it will be circulated as normal also.		
10	DISTRICT COUNCILLOR COMMUNICATION To receive an email from YLCA and consider the way forward		
11	MATTERS ARISING AND CLERK'S PROGRESS REPORT To note progress on action points from previous minutes (information items only)		
12	CORRESPONDENCE a. To note b. For decision		
	No.	Date Received	Request From
	N1	06/05/2015	Member of the Public
	N2	11/05/2015	Brain Tumour Research & support Across Yorkshire
	N3	11/05/2015	Yorkshire Air Ambulance
	N4	21/04/2015	Member of the Public
	N5	21/04/2015	Easingwold Running Club
			Request
			Request for approval of the location of a memorial seat at Millfields
			Request for permission to use the area around the green (not the green) for a refreshment station for the Big Bike Ride event on Saturday 6th June.
			Request for approval of a Clothing Bank and suggested location.
			Request for a replacement notice board at the junction of Station Court and Raskelf Road
			Request for approval to stage a 20 hour relay run starting and finishing in the Market Square

	N6	20/04/2015	Member of the Public	Request for a children's representative on the Town Council
13	GRASS CUTTING To receive a letter from NYCC regarding grass cutting and agree the way forward.			
14	GALTRES ASSET TRANSFER To consider the way forward			
15	BANK MANDATE To consider the way forward			
16	COUNCILLOR TRAINING 16.1 To receive a training schedule from YLCA and consider the way forward 16.2 To receive a Good Councillor guide letter from YLCA and consider the way forward			
17	LIBRARY To note the date of the Public Meeting 26/05/2015 and consider the way forward			
18	NEIGHBOURHOOD PLAN 18.1 To receive and consider a revised draft vision from the Chairman of the Easingwold Neighbourhood Plan Steering Group and agree the way forward. 18.2 To consider any other matters.			
19	EMERGENCY EXPENDITURE To note and approve any emergency expenditure actioned by the Clerk since the last meeting			
20	PUBLIC TOILETS To receive quotes for the refurbishment of the Gents toilets and to consider the way forward			
21	RECREATION COMMITTEE RISK ASSESSMENT To receive and resolve to approve the Recreation Committee Risk Assessment			
22	FINANCE MATTERS 22.1 To note income for previous month and the Income & Expenditure report for April 2015 22.2 To approve accounts for payment (list to be circulated at meeting) 22.3 To note the Internal Audit by Yorkshire Internal Audit Services took place on 12 th May 2015 and consider the report (if received). 22.4 Annual Return 2014/15. To receive, consider and resolve to approve the Annual Return as prepared by the Clerk and validated by the Internal Controls procedure by Cllr R. Tanfield and the Internal Auditors. The Annual Return should then be submitted to the External Auditor, Littlejohn LLP to comply with the statutory deadline of 22/6/15. 22.5 To resolve to approve the Annual Governance statement as per page 3 of the Annual Return. 22.6 To note the HMRC VAT refund of £1379.17 for the quarter ending 31/3/15. 22.7 To note the receipt of the first precept instalment from Hambleton District Council for £52,774.50. 22.8 To note the annual insurance policy with Zurich Insurance will be reviewed for 2015/16 on 31.5.15. 22.9 To note the NYPF deficit for FY 2015/16 and agree to pay it in full now instead of by 12 monthly instalments to reduce the administrative burden.			
23	URGENT ITEMS AND ITEMS FOR THE NEXT AGENDA To consider items which need urgent repair/replacement under delegated powers and other less urgent items for inclusion on the agenda for the next meeting.			
24	YLCA PROVISION OF SERVICES AGREEMENT 2015/2016 To receive a letter from YLCA and resolve to approve the provision of services			
25	TOWN REPAIRS AND MAINTENANCE To notify Clerk of requirements and actions to be taken			
26	PLANNING MATTERS 26.1 To consider Town Council response to planning applications received (see list attached) <i>This item will be taken at 8.00pm.</i> 26.2 To note decisions on planning applications considered by Hambleton District Council and total of applications for new dwellings approved.			
27	To consider exclusion of members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 for item 27 due to the confidential nature of the business			
28	STAFFING 28.1 To receive a letter from the Pensions Regulator re: auto-enrolment and consider the way forward. 28.2 To consider any other matters.			

12 May 2015
Mrs. J. Bentley
Town Clerk
Easingwold Library, Market Place, Easingwold, York, YO61 3AN
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e-mail: clerk@easingwold.gov.uk

NOTES FOR MEMBERS; Declarations of Interests

Members are reminded that they will need to consider whether they have a personal or prejudicial interest to declare on any items on this agenda. **Declarations of interest should be made at the start of the relevant agenda item** but members may also declare an interest as soon as it becomes apparent during discussion. Members need to specify whether it is a personal or prejudicial interest and the nature of the interest when making a declaration. If you have any doubts, please contact the Clerk or Mr. M. Richards, HDC Monitoring Officer, in sufficient time to allow any issues which arise to be researched adequately.

*If the elected Chairman is absent the Clerk will ensure the Acceptance of Declaration of Office is signed at the earliest opportunity before the next meeting of the Council.