

**Minutes of the
Burton-in-Lonsdale Annual Parish Council Meeting
7.30pm, Thursday 18th May 2023
in the Village Hall, Burton in Lonsdale**

**Present: Parish Councillors: Peter Thompson (Chair), David Taylor, Alan Coulthurst, Ian Wardle, Mike Biles
4 members of the public**

The Clerk was in attendance

The chair stated that the meeting would be recorded; members of the public may record the meeting if they wish.

31/2023 **Election of Chairperson**

The Chair asked for any nominations for Chairperson. Appointment of Councillor Thompson as Chairperson was proposed by Councillor Coulthurst and seconded by Councillor Wardle
Resolved Cllr Thompson appointed Chairperson for the year to May 2024
Declaration of Office was signed.

32/2023 **Code of Conduct and Declaration of Interests**

None

33/2023 **Apologies**

- a) Apologies were received from Councillors Rebecca Spedding and Belinda Strickland
- b) Reasons for absence were approved.

34/2023 **Election of the Vice Chairperson**

The Chair asked for any nominations for Vice Chairperson. The Chair advised that the current vice chair is willing to continue in the role and can be elected in her absence.
Appointment of Councillor Strickland as Chairperson was proposed by Councillor Thompson and seconded by Councillor Wardle.

Resolved Cllrs. Strickland appointed Vice Chairperson for the year to May 2024

35/2023 **Committees**

- Review of delegation arrangements to committees:-
 - Finance Committee – no change
 - Planning Committee– no change
 - Recreation Committee– no change
- Review of the Terms of Reference
 - Finance Committee - change to reflect appointment of Parish Clerk as Responsible Financial Officer
 - Planning Committee– no change
 - Recreation Committee– no change
- Appointment of Members to existing committees
 - Finance Committee – (no change) Councillor Taylor (Chair) Councillor Thompson, Councillor Wardle
 - Planning Committee – (no change) Councillor Strickland, Councillor Thompson
 - Recreation Committee – Councillor Wardle, Councillor Strickland, Councillor Coulthurst

36/2023 **Standing Orders and Financial Regulations**

Standing orders are due to be reviewed in June 2023 – **Resolved** to bring to June 2023 meeting
Financial Regulations are due to be reviewed October 2023

37/2023 **Election of Parish Council Representatives to Outside Bodies for year 2023-2024**

- Village Hall Committee - Councillors Spedding and Coulthurst to continue

- Woodland Trust – Councillor Wardle to continue
- Yorkshire Local Councils Association - The Clerk
- Bentham Common Lands Charity – Ian Thompson to be asked

38/2023 **Finance**

- a) Review of Inventory of land and other assets including buildings and office equipment – has been approved and is available on the website
- b) Confirmation of arrangements for insurance cover in respect of all insurable risks – value of the Pavilion covered and Pavilion contents cover to be reviewed
- c) Review of the Council’s and/or staff subscriptions to other bodies – **Resolved** YLCA subscription to be continued, no other subscriptions
- d) Review of the Council’s expenditure incurred under S.137 of the local Government Act 1972 - None

39/2023 **Policies and Procedures**

- The Council has recently reviewed policies and procedures which are available on the website.
- It was agreed that the Parish Council should have a Privacy Policy and that the Clerk would download one for approval at a future Parish Council Meeting. Members of the public who speak at meetings being named in the minutes was discussed.

40/2023 **Meeting Timetable**

- a) Determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council
- b) The Timetable was **Approved** and will be circulated and published on the website

The meeting closed at 7.52 pm

Signed

Dated