



## Notice and Summons for Annual Meeting on 20 May 2024

### Councillors:

G Taylor (Chair), R Jones, J Newark, I Nilsson-Forrest, J Redfearn, D Walker, L Welch.

**You are hereby summoned to attend the following meeting:**

### Acaster Malbis Parish Council Meeting

**When: Monday 13 May 2024 at 19:30**

**Where: Acaster Malbis Memorial Hall, Acaster Malbis**

Members of the press and public are invited to attend, [rules of attendance](#) are available on our website.

*Craig Booth*

Craig Booth, Clerk

posted: **14 May 2024**

## Meeting Agenda

### **1 Election of Chair for the 2024/25 council year**

1.1 To elect a councillor as chair and to sign a Declaration of Office.

### **2 Election of Vice-Chair for the 2024/25 council year**

2.1 To elect a councillor as vice-chair and to sign a Declaration of Office.

### **3 Apologies**

3.1 To receive apologies and approve reasons for absence.

### **4 Declarations of Interest**

4.1 To receive declarations of interest from councillors on items on the agenda.

4.2 To receive written requests for dispensations for disclosable pecuniary interests (if any).

4.3 To grant any requests for dispensation as appropriate.

### **5 Council Minutes**

5.1 To confirm the minutes of the council meeting on **8 April 2024** as a correct record.

### **6 Public Participation**

6.1 Fifteen minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak.

## Planning & COYC Report

### **7 Planning Applications**

7.1 Any applications received after the agenda was posted.

## **8 Planning Decisions**

- 8.1 24-00238-FUL – Fairholme, Mill Lane – Erection of detached dwelling.  
Approved.
- 8.2 To receive an update from the Planning Coordinator on planning decisions by COYC.

## **9 City of York Council Ward Member Report**

- 9.1 To consider matters raised with/by the Ward Member Cllr M Nicholls.

## Finance

## **10 Financial matters**

- 10.1 To approve/note payments as detailed in [Appendix 1](#) and any payments after posting agenda.
- 10.2 To note receipts as detailed in [Appendix 2](#).
- 10.3 To approve the bank reconciliation report up to 30 April 2024 in [Appendix 3](#).
- 10.4 To note the internal controls undertaken prior to the meeting.

## **11 Annual Governance and Accountability Return**

- 11.1 To certify AMPC as exempt from external audit for 2023/24 ([Appendix 4](#)).
- 11.2 To consider the internal audit report for 2023/24 ([Appendix 5 & 6](#)).
- 11.3 To approve the Annual Governance Statement for 2023/24 ([Appendix 7](#)).
- 11.4 To approve the Accounting Statements for 2023/24 ([Appendix 8](#)).
- 11.5 To approve publication of the documents required by the AGAR process for 2023/24.
- 11.6 To agree the public rights period from 3 June 2024 to 12 July 2024 ([Appendix 9](#)).

## Discussion & Decision Items

## **12 Clerk's Report**

- 12.1 To receive the clerk's report on matters since the last meeting.

## **13 Council Meeting Dates**

- 13.1 To agree meeting dates for 2024/25.
  - 13 May 2024 (annual meeting)
  - 10 June 2024
  - 8 July 2024
  - 9 September 2024
  - 14 October 2024
  - 11 November 2024
  - 13 January 2025
  - 10 February 2025
  - 10 March 2025
  - 17 March 2025(annual meeting of the parish)
  - 14 April 2025

## **14 Balsam Bash 2024**

- 14.1 To note the dates for this year's Balsam Bash.

## **15 Pinfold Restoration**

- 15.1 To receive an update on the plan to update the Pinfold.

## **16 Noticeboard**

16.1 To consider the purchase of a new noticeboard (see confidential meeting pack).

## **17 D-Day 80**

17.1 To receive an update on D-Day 80 preparations.

## **18 Business Plan 2024/25**

18.1 To consider the business plan for 2024/25 and assess priorities and tasks.

## Appointments

### **19 Appointment of Planning Coordinator**

19.1 To agree who should be responsible for reporting of planning matters the council.

### **20 Appointment of Grass Cutting Coordinator**

20.1 To agree who should be responsible for organising grass cutting and verge maintenance.

### **21 Appointment of Internal Control Monitors**

21.1 To appoint 3 councillors to provide internal control and monitoring.

### **22 Appointment of Local Council Association Representatives**

22.1 To appoint 2 councillors as representatives to the Yorkshire Local Councils Association.

### **23 Appointment of Police Community Liaison**

23.1 To agree who should be responsible for police liaison.

### **24 Appointment of Emergency Planning Coordinator**

24.1 To appoint a councillor as the council's Emergency Planning Coordinator.

### **25 Appointment of Memorial Hall Trustee**

25.1 To note that Mr Adam Doyle was appointed as a Memorial Hall trustee at the AGM of the Memorial Hall Committee (2023/24:222.1).

## Annual Reviews

### **26 Review of Delegation Arrangements**

26.1 To consider the current delegation arrangements to committees, sub-committees, staff and other local authorities ([Appendix 10](#)).

### **27 Review of Policies, Procedures and Regulations**

27.1 To consider the policy list in Appendix and confirm the policies are approved for the current council year ([Appendix 11](#)).

### **28 Review of Insurance Cover and Asset Register**

28.1 To review the Asset Register ([Appendix 12](#))

28.2 To agree that the current insurance cover is adequate for the business the council (see confidential meeting pack).

28.3 To consider the insurance quotations (see confidential meeting pack).

## **29 Review of Membership of Other Bodies**

29.1 AMPC is currently a member of YLCA (including NALC affiliation), and ICO. The clerk is currently a member of SLCC. To consider renewal of membership of these bodies.

## **30 Review of Expenditure under s137 of the Local Government Act 1972**

30.1 To note that no expenditure was made under s137 of the LGA 1972 during the financial year 2023/24.

## Correspondence, Training & Security

### **31 Correspondence**

To consider the following new correspondence and decide action where necessary.

31.1 Email received from Resident re Mill Lane Closure and Voting..

31.2 White Rose Bulletin (Apr 12, 26 Feb 2).

31.3 YLCA Law and Governance (Apr 2024).

31.4 Clerks & Councils Direct (May 2024).

31.5 Weekly list of planning applications from COYC.

### **32 Training and Employment**

32.1 To receive reports from councillors having attended training or meetings of outside bodies.

### **33 Policing and Security**

33.1 To receive a Community Speed Watch report.

33.2 To receive local crime reports.

## Next Meeting

### **34 Information or items for inclusion on next meeting agenda**

34.1 To include any item on the agenda for the next meeting.

34.2 To exchange information not on the agenda. No discussion or decision may take place.

### **35 Date of the Next Meeting**

35.1 To next meeting of the council will be held on 10 June 2024 in the Memorial Hall.

#### Acronyms:

AMPC	Acaster Malbis Parish Council	COYC	City of York Council
AMMH	Acaster Malbis Memorial Hall	YLCA	Yorkshire Local Council Association
NALC	National Association of Local Councils	AGAR	Annual Governance and Accountability Return