

# **AGENDA**

**Issued on 22 May 2012, for the Annual Meeting of the Parish Council and Ordinary Meeting thereafter to be held at The Village Hall, Kirby Misperton on Tuesday 29 May 2012 at 7.45pm**

## **Press and public are invited to attend the meeting**

1. To elect the Chairman for the forthcoming year
2. For the Chairman to sign the declaration of office for the forthcoming year
3. To receive apologies for absence
- 4 To receive Declarations of Interest in items on the agenda
- 5 Minutes and Matters arising:
  - a) To approve the minutes of the Meeting held on 24 April 2012
  - b) To approve the minutes of the Meeting (Planning) held on 9 May 2012
  - c) To approve the minutes of the Meeting held on 31 January 2012
  - d) To consider any matters arising from the meeting 24 April 2012
- 6 Public Session – to allow members of the public to make representations, ask questions and give evidence in respect of any items of business
- 7 Planning
  - a) To consider planning applications received
  - b) To note the following decisions by Ryedale District Council regarding previously received applications
- 8 To consider financial matters
  - a) To receive the report of the internal auditor
  - b) To approve and sign the Annual Return form including the approval of the accounts, statement of variance and bank reconciliation
  - c) To agree the payment by cheque to Mr Andrew Husband in respect of the internal audit 2011/12 for £25.00
  - d) To review and agree draft financial standing orders (including amendments reflected during the internal audit) deferred from April meeting

- e) To note and agree reimbursement of expenses incurred by the Clerk
- f) To consider a request from Ryedale Community Transport for financial support

9. Staffing

- a) To receive the revised contract for the Clerk
- b) To note the hours worked by the clerk from April to May
- c) To agree the submission for payment to Autella for the Clerk's hours and expense reimbursement.

10 Procedural reviews

- a) To review the current Risk Assessment Policy and agree the meeting on which the Assessment should be reviewed
- b) To review the Standing Orders (including amendments highlighted by the internal audit 2011/12) and agree the meeting on which the next review of Standing Orders should occur
- c) To review Asset Register and agree the meeting on which the next review should take place
- d) To review Health and Safety Policy and agree the meeting on which the next review should take place
- e) To review the Freedom of Information Policy and agree the meeting on which the next review should take place

11 To receive reports from Councillors on delegated matters

12 To receive information from the Clerk

13 Questions to the Chairman

14 To note the date of the next meeting