

**Great Ayton Parish Council**  
**Minutes of the Annual Meeting of the Parish Council**  
**Held on Tuesday 14<sup>th</sup> May 2013**  
**Directly following the May Monthly Parish Council Meeting**

**Present**

Cllrs: J Fletcher, R Kirk, Mrs F Greenwell, Mrs J Brown, G Readman, S Jackson and R Hudson.  
 Mrs Julie Leng (Parish Clerk).

1. **Apologies** – There were no apologies..

2. **Election of Chairman and Vice Chairman, including Declaration of Acceptance of Office**

2.1. Cllr Fletcher called for nominations of Chairman; Cllr Hudson proposed Cllr Mrs Greenwell, Cllr Fletcher seconded the proposal. No other nominations were received; Cllr Mrs Greenwell was duly appointed.

2.2 Cllr Mrs Greenwell called for nominations for Vice Chairman; Cllr Readman proposed Cllr Mrs Brown, seconded by Cllr Jackson. No further nominations were received, Cllr Mrs Brown was duly appointed.

2.3 Cllr Mrs Greenwell and Cllr Mrs Brown duly completed and signed their Acceptance of Office Forms, which were countersigned by the Clerk.

Cllr John Fletcher was formally thanked for his service to the Parish in his role as Chairman over the previous year.

3. **Appointment of Officer Responsibilities**

The following responsibilities were nominated to Councillors and agreed:

- 3.1 Allotments – Cllr Hudson
- 3.2 Captain Cook Museum Trust – Cllrs Readman and Fletcher
- 3.3 Cemetery – Cllr Jackson
- 3.4 NYMNPA, Northern Area Parish Forum – Cllr Fletcher
- 3.5 Planning – Cllr Mrs Greenwell
- 3.6 Parks and Opens Spaces, inc. River and Flooding – Cllr Fletcher
- 3.7 Play Area – Cllrs Mrs Brown
- 3.8 Public Conveniences – Cllr Mrs Brown.
- 3.9 Village Hall – Cllrs Kirk and Mrs Brown
- 3.10 Great Ayton Discovery Centre – Cllr Jackson plus one vacancy.

4. **Adoption of Policies**

4.1 Standing Orders – It was resolved to adopt the existing Regulations with one amendment to change the monthly meetings to the first Tuesday of the month.

4.2 Financial Regulations – It was resolved to adopt the existing Regulations.

4.3 Code of Conduct – It was resolved to adopt the existing Regulations.

4.4 Complaints Policy – It was resolved to adopt the existing Regulations.

4.5 Press Policy – It was resolved to adopt the existing Policy.

4.6 Risk Assessment (revised) – The revisions to the Assessment were reviewed and accepted.

4.7 Archive and Retention Policy – It was resolved to adopt the existing Regulations.

5. It was agreed to exclude the press and public (including the Parish Clerk) from the meeting under Section 100A(4) of the Local Government Act 1972 as defined Paragraph 1 of Part 1 of Schedule 12A of the Act whilst staffing matters were discussed.

5. **Parish Council Meeting Dates 2012**

It was agreed to hold Parish Council Meetings on the first Tuesday of each month with immediate effect therefore the next meeting of the Parish Council would take place on 4 June 2013 commencing at 7.00 pm. The Clerk would circulate a new timetable.