

**Great Ayton Parish Council**  
**Minutes of the Annual Meeting of the Parish Council**  
**Held on Tuesday 6 May 2014**  
**Directly following the May Monthly Parish Council Meeting**

**Present**

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

1. **Apologies** – Apologies for absence were received from Cllr Mrs Brown.
2. **Election of Chairman and Vice Chairman, including Declaration of Acceptance of Office**
  - 2.1. Mrs Mcuckie called for nominations of Chairman; Cllr Mrs Greenwell proposed Cllr Mrs Brown, Cllr Kirk seconded the proposal. No other nominations were received; Cllr Mrs Brown was unanimously appointed.
  - 2.2. Mrs McLuckie called for nominations for Vice Chairman; Cllr Kirk proposed Cllr Jackson, seconded by Cllr Mrs Greenwell. No further nominations were received, Cllr Jackson was unanimously appointed.
  - 2.3. Cllr Jackson completed and signed his Acceptance of Office Form, which were countersigned by the Clerk, the Clerk would arrange for Cllr Mrs Brown to complete her form in due course.

Cllr Mrs Greenwell was formally thanked for her service to the Parish in her 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 Open 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.
- 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. Parish Council Meeting Dates 2014/15**

It was agreed to continue to hold Parish Council Meetings on the first Tuesday of each month therefore the next meeting of the Parish Council would take place on 3 June 2014 commencing at 7.00 pm.