



HAXBY TOWN COUNCIL

Council Office, The Memorial Hall, The Village, Haxby, York, YO32 3HT.

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28 April 2021

To members of the Council

You are hereby **summoned** to attend the annual meeting of Haxby Town Council on **Tuesday 4th May 2021** by videoconferencing, at **6.30pm**, for the purpose of transacting the following business.

Members of the public are welcome to join and will be given the opportunity to speak regarding an item on the agenda before the meeting if they wish to do so. Any member of the public wishing to join the meeting should email: clerk@haxbytowncouncil.gov.uk up to 24 hours before the meeting. An access code will then be issued.

Councillors are required to inform the Clerk if adjustments are required to the Register of Interests.

Mark Scott

Mark Scott - Clerk to the Council

AGENDA

1. To elect a Chairman
2. To receive the Chairman's declaration of acceptance of office.
3. To elect a Vice Chairman.
4. To note members who have sent apologies for absence.
5. To approve reasons for absence.
6. To receive declarations of interest under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and grant any dispensations.
7. To appoint Committees:
 - Planning Committee (minimum 5)
 - Recreational & Open Spaces Committee (5)
 - Community Assets Committee (5)
 - Cemetery Committee (4)
 - Staffing Committee (4)
8. To appoint Representatives on:
 - Neighbourhood Planning Steering Group
 - Yorkshire Local Councils Association York Branch (2 - Chairman & Clerk)
 - (Haxby & Wigginton Youth and Community Association (1)
 - Haxby & Wigginton Traders Association (1)
9. To appoint Trustees for:
 - Haxby United Charities (5)
10. To appoint Councillors to carry out monthly cash check (2 from 3).

11. To appoint Councillors to be signatories on the Town Council bank account (3).
12. To appoint a Councillor to assist with the Website/Town Council's Social Media presence.
13. To appoint any new committees, confirm terms of reference, the number of members and receipt of nominations to them.
14. To review and adopt appropriate Standing Orders and Financial Regulations.
15. To review the Council's complaints procedure.
16. To review the Council's procedure for handling requests made under the Freedom of Data Act 2000 and the General Data Protection Act 2018.
17. To review the inventory of land and assets including buildings and office equipment.
18. To review arrangements for the insurance cover in respect of all insured risks.
19. To review the Council's and/or employees' membership of other bodies.
20. To review the Council's policy for dealing with the press/media.
21. To set dates, times, and place of ordinary meetings of the Full Council for the year ahead.
22. To confirm and sign the minutes of the Full Council meeting held on 26 April 2021 as a true and accurate record.
23. To receive the Police Ward Report for April 2021 and to discuss.
24. To discuss the Cash Check Report for April 2021.
25. To receive the Financial Statement as at 30 April 2021.
26. To report any communications with YLCA to the Council.
27. To receive a copy of the most recent White Rose Update.
28. To receive the minutes of the joint meeting of the Recreational & Open Spaces and Community Assets Committee meeting held on 27 April 2021.
29. To receive the minutes of Planning Committee meeting held 4 May 2021.

The dates of the next meetings are:

Recreational & Open Spaces Committee – To be confirmed.
Community Assets Committee – Monday - To be confirmed.
Planning Committee – Monday 7 June 2021
Full Council – Monday 14 June 2021