

# WIGGINTON PARISH COUNCIL

The Old School, Mill Lane, Wigginton, York YO32 2PU  
Telephone 07724 205786 or 01904 763880 (answer phone)  
Email: clerk@wiggintonparishcouncil.org.uk

To Members of the Parish Council

13 May 2022

You are summoned to attend the Annual Meeting of Wigginton Parish Council to be held on **Wednesday 18th May 2022 at 19:00** at the Old School.

Members of the press and public are invited to join this meeting. It is strongly recommended that those attending wear a face covering and keep a Covid-safe distance from other attendees.



Karin de Vries (Clerk)

## AGENDA ANNUAL MEETING

22/001 To receive nominations and elect the Chairman for 2022/23 and for the Chairman to sign the Declaration of Acceptance of Office

22/002 To receive nominations and elect the Vice Chairman for 2022/23

22/003 Apologies

1. To receive apologies for absence given in advance of the meeting.
2. To consider the approval of reasons given for absence

22/004 To review the Code of Conduct and to remind councillors to update their Register of Interest within 28 days of any change occurring.

22/005 To receive any declarations of interest and any requests for dispensation.

22/006 To approve the Minutes of the Ordinary Meeting held on 20<sup>th</sup> April 2022

22/007 To review delegation arrangements to committees and proper officer.

22/008 To appoint any new committees or subcommittees.

22/009 To review the terms of reference for committees.

22/010 To receive nominations and appoint members to the following Committees and representative bodies:

1. Finance Committee
2. Environment Committee
3. Planning Committee
4. Haxby & Wigginton Cemetery Committee
5. Churchfield Open Space Committee
6. Haxby & Wigginton Youth & Community Association
7. Wigginton Sports & Playing Fields Association

8. Poor & Town's Land Trustees
9. Wigginton Old School Board of Trustees
10. Haxby and Wigginton Traders Association
11. Yorkshire Local Councils Association

22/011 To review the Council's Governance and Policies including:-

1. To review and adopt the Standing Orders.
2. To review and adopt the Financial Regulations.
3. To review an inventory of land and other assets including buildings and office equipment.
  1. To review insurance cover and to consider quotations for insurance provision.
  2. To resolve to renew annual membership of YLCA and SLCC.
  3. To approve the Council's complaints procedure.
  4. To approve the Council's equal opportunities policy.
5. To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
6. To review the Council's policy for dealing with the press/media
7. To review the Council's employment policies and procedures
8. To review the Council's expenditure incurred under s. 137 of the Local Government Act 1972.
9. To consider the appointment of an internal auditor for 2022/23.
10. To confirm the Clerk as the Responsible Financial Officer and the carrying out of a risk assessment of the RFO appointment.
11. To review the Risk Management Register.
12. To receive the bank reconciliation for the year end and to consider the earmarking of reserves at the 21/22 year-end.
13. To consider and confirm the continuation of direct debits instructions for 2022/23.

22/012 To consider dates, times and places for ordinary meetings for the full council for the year.