



HAXBY TOWN COUNCIL

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

Tel: 01904 750378

Email: office@haxbytowncouncil.gov.uk

7 May 2019

To members of the Council

You are hereby summoned to attend the annual meeting of Haxby Town Council on Monday 13th May 2019 in the Council Office, Memorial Hall, Haxby, at **7.00 pm**, for the purpose of transacting the following business.

Members of the public are welcome to attend and will be given the opportunity to speak regarding an item on the agenda before the meeting if they wish to do so.

Existing 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 absent and to approve any apologies offered.
5. To receive delivery from Councillors of their signed "Declaration of Acceptance of Office" forms.
6. To recognise those Haxby Town Councillors who have recently stood down and to thank them for their contributions.
7. To note that following the resolution made 12 November 2018, the ex-officio rights of the Chairman and Vice-Chairman have now been removed.
8. To appoint Committees:
 - Planning Committee (minimum 5)
 - Amenities Committee (minimum 5)
 - Cemetery Committee (4)
 - Carnival Committee (minimum 2)
 - Staffing Committee (4)
 - Finance Committee (5)
 - Ethel Ward Playing Field Committee (2)
 - Neighbourhood Planning Steering Group
9. To appoint Representatives on:
 - Yorkshire Local Councils Association York Branch
(2 - Chairman & Clerk)
 - (Haxby & Wigginton Youth and Community Association (1)
10. To appoint Trustees for:
 - Haxby United Charities (5)

11. To appoint Councillors to carry out monthly cash check (2 from 3).
12. To appoint any new committees, confirm terms of reference, the number of members and receipt of nominations to them.
13. To review and adopt appropriate Standing Orders and Financial Regulations.
14. To review the Council's complaints procedure.
15. To review the Council's procedure for handling requests made under the Freedom of Data Act 2000 and the General Data Protection Act 2018.
16. To review the inventory of land and assets including buildings and office equipment.
17. To review arrangements for the insurance cover in respect of all insured risks.
18. To review the Council's and/or employees' membership of other bodies.
19. To review the Council's policy for dealing with the press/media setting dates, times and place of ordinary meetings of the Full Council for the year ahead.
20. To confirm and sign the minutes of the Full Council meeting held on 8 April 2019 as a true and accurate record.
21. To receive declarations of interest under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and grant any dispensations.
22. To discuss the need to co-opt new Haxby Town Councillors and resolve to appoint any persons requesting to be co-opted on to Haxby Town Council.
23. To receive the Police Ward Report for April 2019 and to discuss.
24. To discuss the Cash Check Report for April 2019.
25. To receive the Financial Statement as at 30 April 2019.
26. To discuss and resolve details of the Community Awards/Freedom of Haxby night.
27. To report any communications with YLCA to the Council.
28. To receive an update concerning the 'Health Check' recently carried out by YLCA and resolve to approve any updated documents.
29. To receive details of those persons elected to represent the Haxby & Wigginton Ward on City of York Council.
30. To receive the date of the annual internal audit visit and the impact on the date of the Full Council meeting in June 2019.
31. To discuss and resolve matters concerning the future production of the Haxby Town Crier.
32. To receive a copy of the most recent White Rose Update.
33. To remind Councillors that the Annual Town Meeting is taking place on Tuesday 28 May 2019 and for the new Chairman to note that the agenda now needs to be prepared.
34. To receive the minutes of the Carnival Committee meeting held on 1 May 2019.
35. To receive the minutes of Amenities Committee meeting held 29 April 2019.
36. To receive the minutes of the Cemetery Committee meeting held on 30 April 2019.

The dates of the next meetings are:

Planning Committee – Tuesday 14 May 2018
Amenities Committee – Monday 20 May 2018
Annual Town Meeting – Tuesday 28 May 2018
Full Council – Monday 17 June 2018