**DATE: Wednesday 30 May 2025**

**TIME: Approx 19.00 hrs (2 minutes after the conclusion of the Annual Parish Meeting).**

**LOCATION: West Tanfield Memorial Hall**

*Councillors’ Declarations of Acceptance of Office and agreement to abide by the Council’s Code of Conduct, and completed registers of interests are to be received prior to the start of this meeting.*

1. **ELECTION OF CHAIR AND SIGNING OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE MODEL CODE OF CONDUCT**
2. **ELECTION OF VICE-CHAIR AND SIGNING OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE MODEL CODE OF CONDUCT**
3. **CODE OF CONDUCT**

3.1. To consider any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) and to considerer any written requests for dispensation.

3.2. To receive completed registration of interest forms from Councillors (for display on Councils website and return to North Yorkshire Council)

1. **APOLOGIES AND APPROVE REASONS FOR ABSENCE**
2. **COUNCIL’S DOCUMENTS**

To review and if necessary, update prior to approval, the following documents:

* 1. Standing Orders
  2. Asset Register
  3. Financial Risk Assessment
  4. Financial Regulations
  5. Risk Assessment
  6. Publication Scheme
  7. Retention of Documents & Information Policy
  8. Fault Reporting Protocol
  9. Complaints Policy
  10. Code of Conduct
  11. Privacy Notice
  12. General Privacy Notice

1. **TO RECEIVE AND CONSIDER A REPORT ON 2024/25 PARISH COUNCIL BUSINESS**
2. **FINANCIALS**
   1. To consider and approve the 2024/25 accounts and signing of the Balance Analysis by the Chairman.
   2. To consider allocating the 2024/25 ringfenced play areas finds (£700) with the sums already ring-fenced for the play areas of £1664.60.
   3. To receive and consider the Internal Auditor’s report on the 2024/25 accounts.
   4. To complete and approve the Annual Return including the Annual Governance Statements.
   5. To complete and approve the Annual Return including the Accounting Statement.
3. **INSURANCE –** to note the insurance is due for renewal on 16 June, 2025. This is for the second year of the three-year deal.
4. **DELEGATING FUNCTIONS TO THE CLERK TO ENSURE THE CONTINUOUS BUSINESS OF THE**

**COUNCIL**

1. **STAFFING**
   1. To consider and, if necessary, update prior to approval, the Staffing Committee Terms of Reference & Grievance Policy.
   2. To appoint two Councillors to serve on the Staffing Committee.
2. **QUARRY LIAISON REPRESENTATIVE**
   1. Appointment of representatives for the forthcoming year.
3. **WEST TANFIELD MEMORIAL HALL MANAGEMENT COMMITTEE**
   1. Appointment of a representative(s) for the forthcoming year for the above committee.
4. **LOWER URE CONSERVATION TRUST LIAISON COMMITTEE**
   1. Appointment of a representative(s) for the forthcoming year.
5. **BEDALE AND VILLAGES COMMUNITY FORUM**
   1. Appointment of a representative(s) for the forthcoming year.
6. **YLCA BRANCHES – REPRESENTATIVES**

To consider the appointment of two Councillors to be representatives and attend the YLCA Branch

Meetings.

# Public Access to the Meeting

Members of the public have a right to attend any meeting of the Council held in public or that part of the proceedings that are held in public; have access to any public report or other public papers and to ask questions or make statements relating to the business of that body subject to:-

* *Written notice having been given to the Clerk of the question or statement at least three working days before a meeting. (At the discretion of the Chairman questions may be asked without notice being given, but the questioner may be required to accept an answer in writing after the meeting); and*
* *No member of the public being entitled to speak for more than 3 minutes.*

***Clerk to the Parish Council***

Ms Alison Carter

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