

MARSKE AND NEW FOREST PARISH COUNCIL

Clerk to the Council – MRS Charlotte Smith

Email: clerk@marskeandnf-pc.org.uk

Minutes of the Annual Council Meeting held in St Edmunds Church on Wednesday 14th May 2025 at 7pm

Present: Cllr Meredith (Chairman) Cllr Ridley Cllr Villiers
Cllr M Wallis Clerk: MRS C Smith NY Cllr Peacock

13 Members of the public

25.27 Election of Officers

- a. The Council elected Cllr Meredith as the Chairman for the year 2025-26.
- b. The Council resolved not to appoint a Vice-Chair of the Council for the year 2025-26.

25.28 Declarations of Acceptance and Registration of Financial and Personal interests- Members reviewed their declarations of interest.

25.29 Public Representations- None.

25.30 Apologies- None.

25.31 Declaration of interest- None.

25.32 Minutes of meeting held on the 19th March 2025- signed as a true and accurate record.

25.33 Policy reviews & Adoption- The Council reviewed and adopted the following policies:

- a. **Standing Orders-** NALC new revised 2025 Standing Orders
- c. **Financial Regulations**
- d. **Code of Conduct**
- e. **Disciplinary, Grievance and Dismissal Procedure**
- f. **Freedom of Information**
- g. **Data Protection Policy**
- h. **Records management Policy**
- i. **Health and Safety Policy**

25.34 Internal control measures- The Council reviewed the measures in place and Cllr Villiers will carry out quarterly checks.

25.35 Asset Register- The Council reviewed the inventory of land and other

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assets including buildings and office equipment.

25.36 Review of Current Insurance Cover- The Council conducted a review of the existing insurance policy to ensure **comprehensive coverage** for all insurable risks.

- **Street Furniture Check:**

It was noted that the **sign** should be included under **street furniture** within the insurance policy.

- **Waymarker Signage:**

YP will liaise with **NYC** to confirm the **insurance arrangements** for the waymarker signage.

25.37 Subscriptions

- a. The Council resolved to review of the subscription to the Yorkshire Local Council Association (YLCA).
- b. Appointment of a Councillor as voting representatives of the Parish Council, at the YLCA Branch meetings in their area- Cllr Villiers.

25.38 Standing Committees- None.

25.39 Scheme of Delegation- The Council reviewed the delegation arrangements and approved the scheme of delegation.

25.40 Meetings- The Council has determined the dates and locations for its **ordinary meetings** for the upcoming year, leading up to the **next annual meeting**. The approved schedule is as follows:

Thursday, 12th June 2025

Thursday, 11th September 2025

Thursday, 4th December 2025 (Budget Meeting)

Wednesday, 18th March 2026

Thursday, 21st May 2026 (Annual Meeting)

These meetings will take place at Marske Church, unless otherwise notified.