**Etton Parish Council**

**Clerk: Catherine Simpson 19 Princess Road, Market Weighton, York YO43 3BX**

**Tel: 01430 872239 Email:** **ettonpc@outlook.com**

6th May 2025

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Etton Parish Council **on 12th May at the Village Hall, Main Street, Etton. The meeting will commence immediately following the Annual Parish Meeting, which commences at 19:30.**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and Press may attend the meeting.

Recording at Council Meetings: recording is allowed at Council, Committee and sub-Committee meetings which are open to the Public, subject to:

1. The recording being conducted with the full knowledge of the Chairman of the meeting.
2. Compliance with the Council’s Recording of Meetings Policy.

Anyone wishing to record must contact the Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

Members of the public are welcome to attend.

An agenda for the meeting is shown below.

Yours sincerely

Catherine Simpson

Catherine Simpson

Clerk of the Council

**AGENDA**

1. To elect the Chairman of the Council and to receive the chairman’s Declaration of Acceptance of Office.
2. To elect the Vice Chairman of the Council.
3. To receive and approve apologies for absence.
4. To review Standing Orders
5. To review Financial Regulations
6. To confirm the appointment of Richard Dixon as internal auditor
7. Outside Bodies: To appoint 2 representatives to serve on the following organisation:

ERNLLCA (District committee)

1. Approval and review of delegation of committees and appointment of officers:
	1. HR Committee – to elect the members of the HR Committee and review the Terms of Reference.
2. To review the asset register.
3. To review the insurance requirements
4. To review and agree the dates of ordinary meetings as being the 2nd Monday of the month (if this falls on a Bank Holiday the meeting will take place as soon as possible thereafter).  **4hctober 5th December 55282**