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# AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR  
THORNFIELD, 57, WHITCLIFFE LANE, RIPON, NORTH YORKSHIRE, HG4 2LB  
EMAIL: [AZERLEYPC@YAHOO.CO.UK](mailto:AZERLEYPC@YAHOO.CO.UK)  
TELEPHONE: 01765 601693 (ANSWER MACHINE)

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## **Notice and Agenda**

Post-Election Meeting of the Azerley Parish Council commencing at 7.30pm  
The Annual Meeting of the Azerley Parish Council commencing 2 minutes after  
the preceding business.

Winksley Annual Parish Meeting  
commencing 2 minutes after the preceding business.

Sawley Annual Parish Meeting  
commencing 2 minutes after the preceding business.

An Ordinary Meeting of the Azerley Parish Council commencing 2 minutes after  
the preceding business.

To be held on Wednesday 23<sup>rd</sup> May 2018 at Winksley Church Room

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### **Post-Election Meeting of the Azerley Parish Council**

1. For the Clerk to receive Councillors Declarations of Acceptance of Office and for the Clerk to witness the signing of same.
2. For the Clerk to hand out where needed Councillors Declarations of Expenses.
3. For the Clerk to hand out Councillors Registration of Interest forms.
4. To consider and implement the process of filing a casual vacancy on the Parish Council.

### **The Annual Meeting of the Azerley Parish Council**

5. Election of the Chairman.
6. Election of the Vice Chairman.
7. Welcome from the Chairman of the Parish Council.
8. To receive apologies and approve reasons for absence.
9. To request any disclosure of an interest in relation to any matter under consideration at this meeting.
10. To approve and further adopt, without amendment the Parish Council Code of Conduct.
  11. To re-adopt Parish Council Documents (copies of which are available on the Parish Council Website at [www.azerleyparishcouncil.btck.co.uk/](http://www.azerleyparishcouncil.btck.co.uk/))
    - (a) Code of Conduct - to acknowledge that the Code of Conduct as published on the Parish Website is work in progress.
    - (b) Standing Orders – to approve without amendment Standing Orders
    - (c) Financial Regulations – to approve without amendment Financial Regulations
    - (d) Asset Register – to approve the Asset Register

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- (e) Risk Assessment – to approve without amendment Risk Assessment
- (f) Retention of Information Scheme – to approve without amendment Retention of Information Scheme
- (g) Publication Scheme – to approve without amendment Publication Scheme

12. To receive information from the Clerk regarding the annual audit of accounts for the year 2017-18.

## **Winksley Annual Parish Meeting**

- 13. A Welcome from the Chairman of the Azerley Parish Council.
- 14. Questions from members of the Public (Winksley Ward only).
- 15. Chairman will close the meeting.

## **Ordinary Meeting of the Azerley Parish Council**

- 16. To **confirm** the minutes of meeting held on Wednesday 29st March 2018 as a true and correct record.
- 17. To **receive** information concerning matters in the above minutes.
  - (a) Com
- 18. To **receive** Reports from the District and County Council.
- 19. To **approve** Clerks training– ILCA
- 20. To receive the following planning decision notices:
  - (a) planning enforcement notice – Clayton Farm
  - (b) Decision Notification 18/00974/LB Old Chapel Mickley
  - (c) Decision Notification 18/00626/LB Old Chapel Mickley
- 21. To **approve** the following accounts for payment:
  - (a) Clerks Expenses
  - (b) EuraAudit
  - (c) Clerks Salary and PAYE
- 22. To **confirm** the date and venue of the next meeting.

**Members of the Public are invited to attend**