

## Notice of Meeting

**The Annual Meeting of the Parish Council  
will be held at the WI Hall, Main Street, Cranswick  
on Wednesday, 20<sup>th</sup> May, 2026 commencing at 7.15 pm.**

COVID-19: Consider wearing a face covering in enclosed spaces where you may come into contact with people you do not normally meet.

Any members of the press and public are welcome to attend this meeting except for any specific item labelled as confidential. The press and public cannot speak when the council is in session, but they can make points in the allocated public participation time.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out below.



Steve Sanderson, Clerk to the Council.

Dated: Friday 15<sup>th</sup> May, 2026.

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## **A G E N D A**

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1. **Elect** a Chairman (Standing Order - 5f The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council) and receive a Declaration of Acceptance at the meeting, or later.
2. **Elect** a Vice-Chairman (Standing Order - 5g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council).
3. **Declarations** of Pecuniary and Non-Pecuniary Interests - Members to declare any interests in items on the agenda and the nature of such interest.
4. **To review** Members Register of Interests and inform the Clerk of any changes.
5. **Approve**, as a correct record, the Minutes of the Meeting of the Parish Council held on 22<sup>nd</sup> April, 2026 (to Cllrs 29/04/2026).
6. **Receive** the minutes of the last meeting of a committee – No Committees.
7. **Consider** the recommendations made by a committee – No Committees.
8. **Review** of delegation arrangements to committees, sub-committees, staff, and other local authorities: - current delegation: Delegation of powers and duties of the Council to the Clerk, in consultation with the Chairman and Vice-Chairman, as a contingency, if normal business arrangements are not possible.
9. **Review** of the terms of reference for committees – No Committees.
10. **Appoint** members to existing committees – No Committees.
11. **Appoint** any new committees in accordance with standing order 4 – No Committees.
12. **Appoint** members to working groups and lead councillor for other areas (groups/areas and existing Members): -  
Working Groups:
  - (a) Village Show – Cllr Teare.
  - (b) Gatehouse Lake – Cllrs Poolford and Richarson; Two Members of GLAC.
  - (c) Council Priorities – Cllrs Alderton, Ingham, Kelly, Richardson, Swan, Teare and Thompson; Three residents

Other areas were to be managed by a lead councillor: -

  - (d) Community Emergency Plan – Cllr Sibley-Calder: reviewed at least annually.
  - (e) Parish Paths – Cllr Poolford: to be included under representatives' reports.
  - (f) Village Pond – Cllr Sibley-Calder: currently part of representatives' report.

- (g) Garden Allotments – Cllr Poolford: currently an update at each meeting.
- (h) Farming Allotments – Cllr Thompson: reviewed at least annually.
- (i) Traffic Issues – Cllr Thompson: to be included as a separate item at each meeting.
- (j) Centenary Wood
- (k) The Green
- (l) Queens Canopy Woodland at the SRA

13. **Review and adoption** of appropriate Standing Orders (e-mailed to Cllrs 03/05/2026).
14. **Review and adoption** of appropriate Financial Regulations (e-mailed to Cllrs 03/05/2026).
15. **To appoint** an internal auditor for 2026-27 – currently Elkerlodge Services Ltd.
16. **Review** of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses (e-mailed to Cllrs 03/05/2026).
17. **Review** representation on, or work with external bodies and arrangements for reporting back – currently: -
  - a. In Bloom: Councillor Mrs Simpson (Monthly update).
  - b. Hutton Cranswick Sports and Recreation Association: Vacancy (Monthly Update).
  - c. Beverley & North Holderness Internal Drainage Board: Councillors Thompson and Richardson (ERYC appointment), (Update following a Board Meeting).
  - d. East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA) Councillor Richardson (Update following District/Annual Meeting).
18. **Review** of inventory of land and other assets and consider the Fixed Asset Policy (e-mailed to Cllrs 04/05/2026).
19. **Confirm** arrangements for insurance cover, in respect of all insurable risks (e-mailed to Cllrs 04/05/2026).
20. **Review** of the Council's and/or staff subscriptions to other bodies: -
  - a. East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA).
  - b. National Allotment Society (NAS).
21. **Review** of the Council's complaints procedure (e-mailed to Cllrs 04/05/2026).
22. **Review** of the Council's policies, procedures and practices, in respect of its obligations under freedom of information and data protection legislation (e-mailed to Cllrs 06/05/2026).
23. **Review** of the Council's policy for dealing with the press/media (e-mailed to Cllrs 04/05/2026).
24. **Review** of the Council's employment policies and procedures (e-mailed to Cllrs 06/05/2026).
25. **Review** of the Council's expenditure under s.137 of the Local Government Act 1972 (e-mailed to Cllrs 30/04/2026).
26. **Authorisation of Cheque Signatories:** Existing cheque signatories: Cllr Richardson, Cllr Mrs Simpson, Cllr Swan, Cllr Thompson and the Clerk.
27. **Approve** closing the NatWest Business Reserve Account, transferring the monies to the NatWest Current Account.
28. **Determine the time and place of ordinary meetings of the Council, up to and including, the next annual meeting of the Council** – currently all meetings are held on the 4<sup>th</sup> Wednesday of each month, with the following exceptions: in August there is no meeting, unless there is urgent business and in December the meeting is held on the 3<sup>rd</sup> Wednesday. Meetings commence at 7.00 pm, except in May meetings commence: Annual Parish (7.00 pm); Annual Meeting of the Council (7.15 pm) and Ordinary (7.30 pm). Venue WI Hall.

**To Note:** In an election year (next May 2027) the Annual Meeting of the Council must be held on or within 14 days following the day on which the councillors elected take office.