

# MURTON PARISH COUNCIL

Clerk: June Watson  
Telephone: 017683 52851  
E-mail: [clerk@murton.org.uk](mailto:clerk@murton.org.uk)

Correspondence:  
The Nurse's House, 50 Scattergate Green  
APPLEBY-IN-WESTMORLAND CA16 6SP

---

## MINUTES OF ANNUAL MEETING OF MURTON PARISH COUNCIL

9 May 2016

**Present:** Barbara Govan (Chair), Debbie Hewitt, Anne King, Pat Lavery (Vice Chair), Tina Longstaff, Alan Taylor. One member of the public was welcomed to the meeting.

- 18/16 Apologies for Absence** - No apologies had been received.
- 19/16 Election of Chairman & Vice Chairman**  
Nomination for Chairman: Cllr Govan. Proposed by Cllr Lavery; Seconded Cllr King; Decision: unanimous.  
Nomination for Vice Chairman: Cllr Lavery. Proposed by Cllr Longstaff; Seconded Cllr Taylor; Decision: unanimous.  
**Resolved:** That Cllrs Govan and Lavery serve as Chairman and Vice Chairman respectively for a further year.
- 20/16 Declarations of Interest** - No declarations of personal or pecuniary interests, by elected members, in respect of items on this Agenda or the Ordinary Meeting Agenda were received.
- 21/16 Minutes of Previous Meeting**  
**Resolved:** that the minutes of the Annual Meeting of 11 May 2015 be signed by the Chairman of the meeting as an accurate record.
- 22/16 Review of Procedures:**
- 22/16/1 Standing Orders (Appendix 1)**  
**Resolved:** that the minor changes proposed to the Standing Orders, which had last been updated in May 2014, be adopted.
- 22/16/2 Financial Regulations (Appendix 2)**  
**Resolved:** that the minor changes proposed to the Financial Regulations, which had last been updated in May 2014, be adopted.
- 22/16/3 Transparency Code for Smaller Authorities** - to record that Murton Parish Council has met the requirements of the Transparency Code in 2015/16. The documents required to be published online are available on [www.murton.org.uk](http://www.murton.org.uk)
- 22/16/4 Procedure for Handling Requests made under the Freedom of Information Act 2000 & Requests made under the Data Protection Act 1998 (Appendix 3)**  
**Resolved:** that the updates to this document following the implementation of the Transparency Code be adopted.
- 22/16/5 Complaints Procedure (Appendix 4); Procedure for Dealing with the Press/Media (Appendix 5)** - to note that no changes were being proposed to these documents.

- 23/16 Review of Arrangements with other Local Authorities and Review of Contributions made – to note that there are currently no financial arrangements with other local authorities.**
- 24/16 Review of Inventory of Land and Assets, Buildings and Office Equipment (Appendix 6) – the list was confirmed as accurate and up to date.**
- 25/16 Review of Representation on or Work with External Bodies and Reporting Arrangements – it was noted that currently no Councillors represent the Council or work with external bodies.**
- 26/16 Review and Confirmation of Arrangements of Insurance Cover - To note that the second year of the three year contract with AON is in place. Premium £408.47.**
- 27/16 Review of Memberships – to note that the annual subscription for membership to CALC, £130.00, is due.**
- 28/16 Dates and Times of Ordinary Meetings for the Year Ahead**  
The following Ordinary Meetings will be held at 7.30 pm at Murton Institute:  
Monday 1 August 2016  
Monday 7 November 2016  
Monday 6 February 2017  
Annual Parish Meeting – Monday 6 March 2017 – tbc  
Monday 8 May 2017 – Ordinary & Annual Council Meeting

The meeting closed at 7.45 pm

A LARGE PRINT VERSION OF THESE MINUTES IS AVAILABLE ON REQUEST FROM THE PARISH CLERK

AN ELECTRONIC VERSION OF THE MINUTES IS AVAILABLE HERE: [www.murton.org.uk](http://www.murton.org.uk)

Signature  
Chair, Murton Parish Council

*Barbara I. Govan*

15/05/17

Date of meeting