

**GRISTHORPE AND LEBBERSTON PARISH COUNCIL**  
**ANNUAL/ORDINARY COUNCIL MEETING**  
**HELD 19 MAY 2025**  
**IN GRISTHORPE AND LEBBERSTON VILLAGE HALL**

**PRESENT:**

Cllr McLeod (Chair) and Cllrs Hood & Olsen  
Dawn Naylor (Clerk)

**NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972**

**ELECTION OF CHAIRMAN 2025/26**

Cllr McLeod was proposed and seconded as Chairman. A vote took place and the result was unanimous. It was therefore:

**RESOLVED : That Cllr McLeod be elected as Chairman for Gristhorpe and Lebberston Parish Council and will signed the Declaration of Acceptance of Office.** 12/25

**APOLOGIES**

**RESOLVED : That an apology had been received from Cllr Swiers.** 13/25

**DECLARATIONS OF INTEREST**

**RESOLVED: None received.** 14/25

**ELECTION OF VICE–CHAIRMAN 2025/2026**

Cllr Whitehead was proposed and seconded as Vice-Chairman. A vote took place and the result was unanimous. It was therefore:

**RESOLVED : That Cllr Whitehead be elected as Vice-Chairman for Gristhorpe and Lebberston Parish Council.** 15/25

**RESIGNATION OF COUNCILLOR**

**RESOLVED: That it be noted that Cllr Whitehead had tendered his resignation.**

**It was agreed that the clerk will send the appropriate notices to NYC and will create a leaflet to advertise the current councillor vacancies. This will be printed and distributed by Basics Plus.** 16/25

**ELECTION OF REPRESENTATIVES ON OUTSIDE GROUPS**

To elect representatives for the following organisations the Council feels relevant.

- Yorkshire Local Councils' Association – Cllrs McLeod/Hood
- Parish Liaison – Ad-hoc

**RESOLVED: That the above information be agreed.** 17/25

**SIGNATURES FOR CHEQUES**

It was agreed that all members of the council would be signatories with 2 to sign.

**RESOLVED: That the above information be agreed.** 18/25

**POLICIES**

**RESOLVED : That the following policies were reviewed by the council:** 19/25

- Financial Risk Assessment
- Standing Orders
- Insurance policy – the council were satisfied that the council are adequately insured.
- Financial Regulations
- Asset Register

## MEETING DATES 2025/2026

**RESOLVED:** That the meetings would remain every last Monday of every 2<sup>nd</sup> month. 20/25

## FLOWER PLANTERS/DEFIBRILLATORS

*To arrange the maintenance of the above planters.*

**RESOLVED:** That Cllr Hood would look after Gristhorpe planter and defibrillator. The Lebberston defibrillator is looked after by the resident whose property the defibrillator is attached to but Cllr Hood will oversee this. 21/25

## MINUTES

**RESOLVED:** That the Minutes of the following meeting were hereby approved as a true and correct record of the proceedings thereat: 27 January 2025. 22/25

## MEMBERS OF THE PUBLIC

**RESOLVED:** No members of the public were present. 23/25

## POLICE REPORT

**RESOLVED:** That the above report be noted. 24/25

## ANNUAL RETURN

The Annual Return for 2024/25 had been circulated to members. The figures and statements were checked and the council was satisfied that the Accounting Statements contained in the Annual Return represents the true financial position of the council and its income and expenditure.

The Annual Return was duly signed. The council was satisfied that the Annual Governance Statement questions no's 1-8 could all be answered "Yes"

**RESOLVED:** That Gristhorpe & Lebberston Parish Council has not gone over the £25,000 threshold and therefore, will be exempt from a full review. 25/25

**RESOLVED:** That the Annual Governance Statement would be signed. 26/25

**RESOLVED:** That the Accounting Statements would be signed. 27/25

**RESOLVED:** That Asquith and Co would be the internal auditor for 2025/2026. 28/25

**RESOLVED:** That the internal audit report was noted with no issues. 29/25

## Financial Internal Controls

The clerk advised members that it is their responsibility to ensure that the council are satisfied with the internal financial controls. A discussion took place and all members agreed that they were satisfied with these controls.

**RESOLVED:** That the Council are satisfied with the internal financial controls. 30/25

## FINANCIAL UPDATE

**RESOLVED:** That the accounts passed for payment totalling £ 5,859.01 be agreed. 31/25

**RESOLVED:** That the bank reconciliation be agreed and signed. 32/25

## DATE OF THE NEXT MEETING

**RESOLVED:** Monday 28 July 2025. 33/25

Signed:.....

Dated:.....