

# Middleton Tyas Parish Council

## MINUTES of the ANNUAL MEETING OF THE COUNCIL held in the Memorial Hall on Thursday 14<sup>th</sup> May 2026 at 6.30 pm

**PRESENT:** Cllrs D Henderson, G Seal, Mrs S Tennison, Mrs J Parker  
**APOLOGIES:** Cllr S Nilsson, NY Cllr Angus Thompson, PCSO Elliot Brown  
**IN ATTENDANCE:** Mrs C Jones, Parish Clerk

Councillor David Henderson presided over the meeting.

1. **Election of the Chairman**

Cllr David Henderson was appointed Chairman of the Parish Council.  
(Cllr Mrs S Tennison proposed and Cllr G Seal seconded.)

Cllr Henderson welcomed everyone to the Annual Meeting of the Council.

2. **Declaration of Acceptance of Office**

Cllr David Henderson signed a Declaration of Acceptance of Office of Chairman of the Council.

3. **Declaration of Interests**

All Councillors made the following declaration:  
“We, as Parish Councillors, declare that we have an interest in each Agenda item as residents of Middleton Tyas.”

4. **Minutes of the last Annual Meeting held on 15<sup>th</sup> May 2025**

The Minutes of the Annual Meeting of the Council held on 15<sup>th</sup> May 2025 were approved and signed as a true record of that meeting.

5. **Matters Arising**

There were no matters arising from the last Annual Meeting of the Council.

6. **Chairman’s Annual Report**

Cllr David Henderson presented his annual report to Councillors. It was received and accepted by the meeting.

7. **Responsible Financial Officer’s Report and Accounts for the year ended 31<sup>st</sup> March 2026**

Mrs Christine Jones, the RFO, presented an interim annual report to Councillors as the final accounts are still with the Internal Auditor.

8. **Appointment of new Officers**

1. a. **Vice Chairman**

Cllr Mrs S Tennison was elected as Vice Chairman.  
(Cllr D Henderson proposed and Cllr G Seal seconded.)

b. **Treasurer**

Cllr Mrs S Tennison was elected as Treasurer.  
(Cllr D Henderson proposed and Cllr G Seal seconded.)

c. **Responsible Financial Officer**

Mrs Christine Jones was re-elected as RFO.  
(Cllr D Henderson proposed and Cllr Mrs S Tennison seconded.)

2. **Chairman is appointed a Trustee of the Memorial Hall**

The Chairman will check the conditions of being appointed a Trustee of the Memorial Hall and decide if he wishes to take on this responsibility. **DH**

9. **Councillors' Portfolios and Contact Details**

Councillors' Portfolios and Contact Details were updated and a revised copy will be circulated. **CJ**

10. **To appoint the Internal Auditor for the year ended 31<sup>st</sup> March 2027**

It was Resolved to appoint Ian Crisop Accountancy to undertake the Council's Internal Audit for the year ended 31<sup>st</sup> March 2027.

The Clerk will write to Mr Crisop to confirm the appointment. **CJ**

11. **To appoint up to 2 Councillors to attend the YLCA Branch Meetings in their area and to represent the Council as voting representatives at those meetings**

Cllrs Mrs S Tennison and Mrs J Parker were appointed to attend as and when convenient. **ST/JP**

12. **To confirm Standing Orders & Financial Regulations**

The Standing Orders & Financial Regulations were reviewed and accepted without change.

13. **To Resolve to authorize a review of the Risk Assessment**

It was Resolved that Cllr G Seal will review the Risk Assessment. Any changes required will be agreed at the June Ordinary Meeting. **GS**

**14. To Resolve to authorize a review of the Valuation of Assets, including a review of the condition of the Trees**

It was Resolved to accept the Register of Value of Assets as included with the Annual Accounts for the year ended 31 March 2026.

It was noted that Cllr S Nilsson will carry out the annual review of condition of all the Assets, with the exception of the trees. **SN**

It was agreed that Tree Boy Ltd will be asked to carry out an inspection of all the trees and provide the Council with a comprehensive report on each tree together with a quotation for any maintenance works required. **CJ**

**15. To review the Freedom of Information Act – Model Publication Scheme**

It was Resolved that the Model Publication Scheme should be amended from £5 per section to £25 per section. **CJ**

**16. To confirm Clerk’s Salary and Scale**

It was confirmed that the Clerk’s Salary Scale is LC1-SCP19 and her hours of work are 10 per week with effect from 1<sup>st</sup> January 2026.

**17. To review the Emergency Plan**

It was Resolved that Cllr G Seal will review the Emergency Plan and circulate his recommendations for amendment to all Councillors. **GS**

The Emergency Plan will then be reviewed and agreed at the June meeting on 11<sup>th</sup> June 2026. **ALL**

The amended Emergency Plan will be circulated to those holding copies. **CJ**

**18. Date of Next Meeting**

The next Annual Meeting of the Council will be held on Thursday, 13<sup>th</sup> May 2027.

There being no further business, the meeting closed at 7.03 pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_