

# Hovingham with Scackleton Parish Council – Meeting

## Wednesday 27<sup>th</sup> May 2026 – Hovingham Community Room

<b>Annual Meeting held at 7.00 pm</b>		
<b>1</b>	<b>Those attending:</b> - Phil Chapman, Mark Wilson, Nicole Robson, Giles Naish, Ann Chapman <b>Apologies for absence:</b> - Kev Brennan	
		<b>Action</b>
<b>2</b>	<b>Election of Chairman:</b> - <ul style="list-style-type: none"> <li>• Phil Chapman has indicated he will not be standing as Chairman next year.</li> <li>• In the interim it was agreed that Phil would continue as formal Chairman, while chairing of meetings would be done on rotation</li> <li>• The next meeting (to be held in Scackleton) will be chaired by either Nicole or Steve</li> <li>• The above, was proposed by Mark Wilson, seconded by Giles Naish and approved unanimously</li> </ul>	
<b>3</b>	<b>Election of Vice Chairman:</b> - <ul style="list-style-type: none"> <li>• Mark Wilson nominated by Phil Chapman and seconded by Nicole Robson. Approved unanimously.</li> </ul>	
<b>4</b>	<b>Co-opting Parish Councillors:</b> - <ul style="list-style-type: none"> <li>• There is a vacancy which can be filled by co-option if required</li> </ul>	
<b>5</b>	<b>Councillor's declaration of interest:</b> - <ul style="list-style-type: none"> <li>• Councillors are reminded to update their Declaration of Interest forms if their position has changed since 2025.</li> </ul>	All
<b>6</b>	<b>Approval of Minutes of Annual Parish Council Meeting 21<sup>st</sup> May 2025:</b> - <ul style="list-style-type: none"> <li>• Approved by meeting and signed by Chairman</li> </ul>	
<b>7</b>	<b>Presentation of Annual Accounts for 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026:</b> - <ol style="list-style-type: none"> <li>a. <b>Certificate of Exemption</b> is available for Councils whose income is less than £25,000. Request for Exemption approved unanimously by meeting.</li> <li>b. <b>Annual Internal Audit</b>, this was completed and signed off by Ann Chapman who inspected the accounts. Approved unanimously.</li> <li>c. <b>Annual Governance Statement</b> is completed and signed as required. Approved unanimously.</li> <li>d. <b>Accounting Statements</b> are completed and signed as required. Approved unanimously.</li> <li>e. <b>Public inspection</b> of these documents will be between Wednesday 3<sup>rd</sup> June and Tuesday 14<sup>th</sup> July 2026 via the website, or inspection can be requested.</li> </ol>	
<b>8</b>	<b>Appointment of Responsible Officer:</b> - <ul style="list-style-type: none"> <li>• Mark Wilson nominated by Phil Chapman and seconded by Giles Naish and approved unanimously.</li> </ul>	
<b>9</b>	<b>Appointment of Inspector of Annual Accounts:</b> - <ul style="list-style-type: none"> <li>• Ann Chapman was nominated and approved by the meeting</li> </ul>	
<b>10</b>	<b>Appointment of representatives to:</b> - <ul style="list-style-type: none"> <li>• <b>YLCA.</b> Parish Clerk monitors activities of YLCA and sends relevant details to the Parish Council.</li> <li>• <b>Hovingham Village Hall Management Committee.</b> Mark Wilson continues in this role.</li> <li>• <b>NYC Parish Liaison.</b> Parish Clerk monitors activities of the Parish Liaison team and sends relevant details to the Parish Council.</li> </ul>	
<b>Meeting closed at 7.15pm</b>		