

CHAIR: Councillor Julie Sadler CLERK: Mrs Juvina Janik  
43 Chapel Street, Hambleton, Selby YO8 9JG  
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**MINUTES of the ANNUAL MEETING OF HILLAM PARISH COUNCIL  
held MONDAY 9<sup>TH</sup> MAY 2022 at Monk Fryston and Hillam Community Centre**

1. Election of Chair  
Cllr Hutchinson proposed Cllr O'Connell for the post, this was seconded by Cllr Mitchell and Cllr O'Connell accepted. **Resolved:** All in favour – Cllr O'Connell elected Chair
2. Chair's Welcome - Statement from the Chair
3. Present and Apologies  
Councillors in attendance: District Councillor John Mackman, Parish Councillors O'Connell (Chair) Collinson, Hayburn, Hutchinson and Mitchell.  
Also in attendance: Juvina Janik (Clerk) and Pam Warren (resident).
4. Approval and signing of the minutes from the Annual Meeting of Hillam Parish Council Tuesday 4<sup>th</sup> May 2021 (Zoom meeting). **Resolved:** The minutes were agreed as a true record and signed by the Chair.
5. Election of Vice Chair  
There were no nominations, the PC agreed to continue without a Vice Chair and continue to review the situation
6. Review and agree sub committees for 2022-23  
**Resolved:** The following Hillam Councillors will be representatives for the following Parish Council Committees, Community groups and Charities:
  - a) Staffing Committee – Cllrs Seph O'Connell and Carly Hayburn
  - b) Ring Tree Lights Committee – Cllr Iain Mitchell
  - c) Finance Scrutineer/Internal Controls – remains as Cllr Iain Mitchell and additionally, Cllr NormanTuddenham
  - d) Monk Fryston Educational Fund/Trust – Cllr Lucy Hutchinson
  - e) Monk Fryston Liaison – Cllr Jean Collinson
  - f) Joint Burial Committee – Cllrs Jean Collinson and Norman Tuddenham
  - g) Hillam and Monk Fryston Sports Association – Disbanded
  - h) Monk Fryston and Hillam Community Association – Cllr Iain Mitchell will represent the PC for the interim and will enquire with MFHCA with regards to the trusteeship.
  - i) Planning matters Sub-Committee – Disbanded
7. Discuss the review of policies and procedures and Financial Regulations and Standing Orders  
Policies will be divided and allocated to individual councillors over the next few months to review and suggest amendments where necessary.
8. Note position of Time Capsule:  
Location: On the Ring Tree Green, approximately 3 metres north west of the Ring Tree itself (see photo attached). The time capsule itself is cylindrical with a diameter of 18cm and length of 65cm. It is made from uPVC and wasbought from [www.timecapsulesuk.com](http://www.timecapsulesuk.com)  
The capsule was buried on Monday 1<sup>st</sup> May 2017 at 12pm by Henry Tuddenham, aged 9. A numberof villagers gathered to watch the event.
9. Closure of Meeting: 8.06pm

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_