

## **FOSTON & THORNTON-LE-CLAY PARISH COUNCIL**

### **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**

**HELD IN THE VILLAGE HALL, THORNTON-LE-CLAY ON MONDAY 13 MAY 2015 AT 7.30PM**

**Councillors Present:** Evelyn Conlon (EC) Nigel Cox (NC)  
Eric Hope (EH)\* Bryan Pillow (BP)  
Christine Walker (CW)

\* RDC Cllr - Thornton-le-Clay

**In Attendance:** Fiona Hill (FH) - Parish Clerk

**Public Present:** 0

#### **APCM15/1 - To elect Chairman for 2015-2016:**

Christine Walker, Proposed: BP, Seconded: NC, Unanimously Agreed

#### **APCM15/2 - To receive the Chairman's declaration of acceptance of office:**

Signed by CW and FH and placed on file

#### **APCM15/3 - To elect Vice-Chairman for 2015-2016:**

Calum Balding, Proposed: EH, Seconded: BP, Unanimously Agreed

#### **APCM15/4 - To receive apologies for absence and reasons given:**

Parish Councillor Calum Balding, NYCC Cllr Clare Wood and RDC Cllr Caroline Goodrick (Foston)

#### **APCM15/5 - Councillors to discuss annual reviews conducted by Parish Clerk as follows:**

5.1 – To approve accounts for year ended 31 May 2015

These were unanimously approved and each Cllr received a copy

5.2 – To confirm arrangements for Internal and External Audits

Y.L.C.A. would conduct the Internal Audit on Wednesday 20 May 2015. PKF Littlejohn LLP as appointed by the Audit Commission would conduct the External Audit. FH had completed the Annual Return, which was unanimously approved and signed by CW and FH.

5.3 – Employment Issues:

5.3.1 – Salaries of employees

The National Salary Award 2014-2016 was implemented from 01Jan15 as advised by YLCA

5.3.2 – Equal Opportunities

The policy was adopted 04Sep13, which is still fit for purpose.

5.3.3 - Grievance

The policy was adopted 04Sep13, which is still fit for purpose.

5.3.4 – Disciplinary

The policy was adopted 04Sep13, which is still fit for purpose.

5.3.5 – Sickness

The policy was adopted 04Sep13, which is still fit for purpose.

#### 5.4 – Training/Professional Development

The Statement of Intent was adopted 01Aug12, which is still fit for purpose. Neither members nor employees undertook any training during this year.

#### 5.5 – Insurance Arrangements for 2015-2016

The Parish Council unanimously agreed to accept the renewal offer from Zurich Insurance for a premium of £243.80, as FH had been unable to obtain a cheaper quote with similar cover.

#### 5.6 – Asset Register

FH had updated this and a copy would be forwarded to the insurance company for their records.

#### 5.7 – Policies:

##### 5.7.1 – Complaints

The policy was adopted 14Oct10, which is still fit for purpose.

##### 5.7.2 – Grant Awarding

The policy was adopted 11May11, which is still fit for purpose.

##### 5.7.3 – Freedom of Information

The policy was adopted 29Oct09, which is still fit for purpose.

#### 5.8 – Procedures:

##### 5.8.1 – General Power of Competence

The Parish Council does fulfil the criteria, as it has both a Qualified Clerk and sufficient elected Councillors, therefore it unanimously agreed to adopt this power.

##### 5.8.2 – Standing Order

A new draft, which had been circulated by email, was unanimously adopted by the Parish Council and signed by CW

##### 5.8.3 – Financial Regulations

The policy was adopted 16Apr11, which is still fit for purpose.

##### 5.8.4 – Risk Management

The policies are due for updating by FH during this next year.

##### 5.8.5 – Quality Parish Council Scheme

Y.L.C.A. have launched a new scheme – Local Council Award Scheme, which FH will research.

##### 5.8.6 – Communication

FH must update the website as a matter of urgency. The quarterly newsletter continues a sabbatical.

##### 5.8.7 – Banking

The current mandate shows cheque signatories as Cllrs Cox, Hope, (Kirby), Pillow and Walker. FH will obtain a mandate from the bank, so updates can be made.