

FOSTON & THORNTON-LE-CLAY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, THORNTON-LE-CLAY ON MONDAY 04 MAY 2016 AT 7.30PM

Councillors Present: Calum Balding (CB) Simon Burton (SB)
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

APCM16/1 - To elect Chairman for 2016-2017:

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

APCM16/2 - To receive the Chairman's declaration of acceptance of office:

Signed by CW and FH and placed on file

APCM16/3 - To elect Vice-Chairman for 2016-2017:

Calum Balding, Proposed: NC, Seconded: EC, Unanimously Agreed

APCM16/4 - To receive apologies for absence and reasons given:

None

APCM16/5 - To approve accounts for year ended 31 March 2016

These were unanimously approved and each Cllr received a copy

APCM16/6 - To confirm arrangements for Internal and External Audits

Y.L.C.A. had conducted the Internal Audit on Tuesday 26 April 2016. 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.

APCM16/7 - Insurance Arrangements for 2016-2017

FH recommended remaining with Zurich Insurance for one more year, then benchmarking quotes could be obtained next year.

APCM16/8 -Councillors to discuss annual reviews conducted by Parish Clerk as follows:

8.1 – Employment Policies & Procedures

FH is an employee, with a contract to which the National Agreement for Terms and Conditions apply. The Parish Council has all the required employment policies. The parish Council use the HMRC Payroll systems, which fulfils the RTI requirements. The Parish Council has a Now Pension Scheme in place.

8.2 – Training/Professional Development

The Statement of Intent was adopted 01Aug12, which is still fit for purpose. FH undertook some training during this year.

8.3 – Asset Register

FH had updated this to include photos of the phone box and parts stored at Marcon. FH would add the new Dog Bin at Foston.

8.4 – Complaints

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

8.5 – Grant Awarding

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

8.6 – Freedom of Information

The scheme was updated this year and a copy is on file.

8.7 – General Power of Competence

The Parish Council adopted this power at the APCM in May 2015 and still fulfils the criteria.

8.8 – Standing Order

FH reported that the YLCA had advised some updated wording regarding contracts, which she would circulate around Cllrs and this would be on the agenda of the next meeting.

8.9 – Financial Regulations

FH reported that the YLCA had advised there was an updated template document, which she would circulate around Cllrs and this would be on the agenda of the next meeting.

8.10 – Risk Management

FH reported that, following advice from YLCA these were in need of updating and she had obtained some templates, which she would draft and circulate. This would be on the agenda of the next meeting.

8.11 – Local Council Award Scheme

FH recommended this was used as a guide to good practice. Registration is £50.00, Accreditation is £50.00-200.00 and this only lasts four years.

8.12 – Communication

FH reported that the website was just about up to date, but she would consult with CW to deal with any outstanding issues. The sabbatical continues for the newsletter!

8.13 – Banking

The current mandate shows and two to sign cheques from the signatories who are currently all seven Cllrs.