

FOSTON & THORNTON-LE-CLAY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, THORNTON-LE-CLAY ON MONDAY 03 MAY 2017 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 2017-2018:

NC, Proposed: CW, Seconded: EH, Unanimously Agreed

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

Signed by NC and FH and placed on file

APCM16/3 - To elect Vice-Chairman for 2017-2018:

SB, Proposed: NC, Seconded: BP, Unanimously Agreed

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

NYCC Cllr Clare Wood and RDC Cllr Caroline Goodrick

APCM16/5 - To approve accounts for year ended 31 March 2017

These were unanimously approved and each Cllr received a copy

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

Y.L.C.A. were currently conducting the Internal Audit, so the Annual Return would be signed off at the June meeting. PKF Littlejohn LLP as appointed by the Audit Commission would conduct the External Audit.

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 from the industry broker, Came & Co

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 uses the HMRC Payroll systems, which fulfils the RTI requirements. The Parish Council has a New Pension Scheme in place.

8.2 – Training/Professional Development

The Statement of Intent was adopted 01Aug12, which is still fit for purpose. The Parish Council should consider the training needs of Members/Employees at least annually

8.3 – Asset Register

FH has checked that the register is up to date as part of the Internal Audit.

8.4 – Complaints

The policy was adopted May 2011, which is still fit for purpose.

8.5 – Grant Awarding

The policy was adopted May 2011, which is still fit for purpose.

8.6 – Freedom of Information

FH has checked that the scheme is up to date as part of the Internal Audit

8.7 – General Power of Competence

The Parish Council adopted this power at the APCM in May 2016 and still fulfils the criteria.

8.8 – Standing Order

The policy was adopted May 2015 and the new procurement wording was adopted July 2016, but the document should now be tailored to the Parish Council.

8.9 – Financial Regulations

The policy was adopted July 2016, but the document should now be tailored to the Parish Council.

8.10 – Risk Management

The Risk Assessments were adopted July 2011, but FH was awaiting further advise from YLCA

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, so it was felt it was not value for money for this Parish Council

8.12 – Communication

FH reported that the website was in need of some updating, so she would consult with CW to deal with this. The sabbatical continues for the newsletter!

8.13 – Banking

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