

FOSTON & THORNTON-LE-CLAY PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, THORNTON-LE-CLAY ON MONDAY 02 MAY 2018 AT 7.30PM**

Councillors Present: Calum Balding (CB) Simon Burton (SB)
Nigel Cox (NC) Christine Walker (CW)

In Attendance: Fiona Hill (FH) - Parish Clerk
RDC Cllr Eric Hope (EH)

Public Present: 1

APCM17/1 - To elect Chairman for 2017-2018:

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

APCM17/2 - To receive the Chairman's declaration of acceptance of office:

Signed by SB and FH and placed on file

APCM17/3 - To elect Vice-Chairman for 2017-2018:

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

APCM17/4 - To receive apologies for absence and reasons given:

Evelyn Conlon (EC) and Bryan Pillow (BP)

APCM17/5 - To approve accounts for year ended 31 March 2018

These were unanimously approved and each Cllr received a copy

PCM17/6 - To confirm arrangements for Internal and External Audits

Diane Brown will conduct the Internal Audit later this month, so the Annual Return would be signed off at the June meeting. PKF Littlejohn LLP would conduct the External Audit.

APCM17/7 - Insurance Arrangements for 2017-2018

FH recommended remaining with Zurich Insurance for one more year, as an alternative quote had been obtained from Game & Co., which was more expensive

APCM17/8 -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 2012, which is still fit for purpose. The Parish Council should consider the training needs of Members/Employees at least annually

8.3 – Asset Register

The Parish Clerk will check that this is up to date and report back to the next meeting

8.4 – Complaints

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

8.5 – Grant Awarding

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

8.6 – Freedom of Information

The Parish Council has an up to date scheme 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

The policy was adopted in 2017, but NALC have produced another draft, which will be adopted in due course.

8.9 – Financial Regulations

The policy was adopted 2017.

8.10 – Risk Management

The Parish Council updated the risk assessments in 2017

8.11 – Local Council Award Scheme

The Parish Council continues to use this as guide to good practice.

8.12 – Communication

The Parish Clerk advised that the website needs urgent updating. The sabbatical continues for the newsletter!

8.13 – Banking

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