

FOSTON & THORNTON-LE-CLAY PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL ON MONDAY 11 MAY 2026 AT 7.15PM**

Councillors Present: Calum Balding Stephen Collier
Evelyn Conlon Suzanne Parkes
Bryan Pillow Paul Readey

In Attendance: Fiona Hill - Parish Clerk

Public Present: 0

- APCM26/1 To elect Chairman for 2026-2027:**
Cllr Readey, Resolved - Approved/Unanimous
- APCM26/2 To receive the Chairman's declaration of acceptance of office:**
Signed by Cllr Readey and the Parish Clerk and placed on file
- APCM26/3 To elect Vice-Chairman for 2026-2027:**
Cllr Parkes, Resolved - Approved/Unanimous
- APCM26/4**
a) To receive apologies for absence given in advance of the meeting:
Cllr Simon Burton
b) To consider the approval of reasons given for absence:
Resolved - Approved/Unanimous
- APCM26/5 To discuss the Code of Councillor Registration and Disclosure of Interests:**
(Localism Act 2011)
The Parish Council is responsible for ensuring the ROIs are on the NYC website, but it is the Cllrs responsibility to ensure the information on the register is up to date.
- APCM26/6 To received declarations of interest:** None
- APCM26/7 Yorkshire Local Councils Association:**
a) To discuss membership (subscription £160.00) for 2026-2027:
Resolved - Approved/Unanimous
b) To appoint two representatives to attend YLCA branch meetings:
Chairman and Vice-Chairman
- APCM26/8 Governance/Finance:**
a) General Power of Competition
The Parish Council fulfilled all criteria, so could re-adopt the GPC
Resolved - Approved/Unanimous
b) Data Audit
The Parish Clerk had conducted a data audit, using the YLCA template, of the Parish Council laptop and records.
c) Policies

Approved Chairman

Date.....

In March 2026, YLCA updated their checklist, so the Parish Clerk will work through it reviewing all policies, so they can be adopted at the next meeting.

d) Insurance

Zurich had quoted a premium of £214.00 for 28/06/2026-27/06/2027, which has been bench marked with industry broker Gallagher and the premium cannot be beaten

Resolved - Approved/Unanimous

e) Internal Auditor

Elkerlodge Services had conducted the internal audit for 2025-2026 and would conduct the internal audit for 2026-2027

Resolved - Approved/Unanimous

f) Direct debits/standing orders

Parish Clerk	Salary	£See Payroll	Monthly
Unity	Charges	£See Statement	Monthly
Information Commissioners Office	Subscription	£47.00	Annually

g) Training (Councillors/staff)

All Councillors considering standing for election in May 2027, should seriously consider training.

APCM26/9

To discuss community schemes:

a) Parish Plan 2009

No action would be taken this year

b) Emergency/Resilience Scheme

This was reviewed in July 2025 and no further action was taken this year

APCM26/10

To approve arrangements for financial documentation for year ending 31 March 2025

a) Annual Government and Accountability Return (AGAR)

- i) Certificate of Exemption (page 3)
- ii) Internal Audit Report (page 4)
- iii) Annual Governance Statement (page 5)
- iv) Accounting Statements (page 6)

b) the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities

- Exemption Certificate
- Internal Audit Report,
- Annual Governance Statement,
- Accounting Statements,
- Variance Analysis
- Bank Reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Resolved – Approved/Unanimous