

**CLAXTON & SAND HUTTON PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 11 MAY 2015 AT 7.30PM**

**Councillors Present:** Peter Stott (PS) (Chairman) Dr Caroline Hall (CH)  
Mrs Jennifer Whiteley (JW) Laura Edwards (JE)

**In Attendance:** Fiona Hill (FH) - Parish Clerk  
Laura Edwards (LE) – Outgoing Parish Councillor  
RDC Cllr Caroline Goodrick

**Public Present:** 0

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

Peter Stott, Proposed: CH, Seconded: JW

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

Signed by PS and FH and placed on file

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

Caroline Hall, Proposed: PS, Seconded: JW

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

NYCC Cllr Clare Wood, who was sorry not to be able to attend, but was suffering from a perforated ear drum.

**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 PS 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 May 2012, which is still fit for purpose.

5.3.3 - Grievance

The policy was adopted May 2012, which is still fit for purpose.

5.3.4 – Disciplinary

The policy was adopted May 2012, which is still fit for purpose.

Approved ..... Chairman

Date.....

#### 5.3.5 – Sickness

The policy was adopted May 2012, which is still fit for purpose.

#### 5.4 – Training/Professional Development

The Statement of Intent was adopted 08Apr13, 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 update this to include the defibrillators and a copy would be forwarded to the insurance company for their records.

#### 5.7 – Policies:

##### 5.7.1 – Complaints

The policy was adopted 08Apr13, which is still fit for purpose.

##### 5.7.2 – Grant Awarding

The policy was adopted 10Jun13, which is still fit for purpose.

##### 5.7.3 – Freedom of Information

The policy was adopted 08Apr13, which is still fit for purpose.

#### 5.8 – Procedures:

##### 5.8.1 – General Power of Competence

The Parish Council does not fulfil the criteria, as although it has a Qualified Clerk, it does not have sufficient elected Councillors, therefore it cannot 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 PS

##### 5.8.3 – Financial Regulations

The policy was adopted 14Oct13, 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

##### 5.8.7 – Banking

The current mandate shows cheque signatories as Cllrs Hall, Stott and Whiteley.