

CLAXTON & SAND HUTTON PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 23 MAY 2016 AT 7.30PM**

Councillors Present: Sara Esler (SE) Caroline Hall (CH)
Peter Stott (PS) Jenifer Whiteley (JW)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 1

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

Peter Stott, Proposed: CH, Seconded: SE, Unanimously Agreed

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

Signed by PS and FH and placed on file

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

Caroline Hall, Proposed: PS, Seconded: JW, 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 PS 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.

Approved Chairman

Date.....

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 does not yet have Pension Scheme in place.

8.2 – Training/Professional Development

The Statement of Intent was adopted April 2013, which is still fit for purpose. FH undertook some training during this year.

8.3 – Asset Register

FH confirmed there is any up to date list on file.

8.4 – Complaints

The policy was adopted April 2013, which is still fit for purpose.

8.5 – Grant Awarding

The policy was adopted June 2013, 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 does not fulfil the criteria, so is unable to adopt this power.

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 still work in progress, but would have it up to date a.s.a.p.

8.13 – Banking

The current mandate shows any two to sign cheques from the signatories who are currently CH, PS and JW.

Approved Chairman

Date.....