

CLAXTON & SAND HUTTON PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 08 MAY 2017 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: 2

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

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

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

Signed by PS and FH and placed on file

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

Caroline Hall, Proposed: PS, Seconded: SE, Unanimously Agreed

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

None

APCM17/5 - To approve accounts for year ended 31 March 2017

These were unanimously approved and each Cllr received a copy

APCM17/6 - To confirm arrangements for Internal and External Audits

Y.L.C.A. had conducted the Internal Audit and a written report would follow. 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.

APCM17/7 - Insurance Arrangements for 2017-2018

FH recommended remaining with Zurich Insurance for one more year, then benchmarking quotes could be obtained next year.

Approved Chairman

Date.....

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 use the HMRC Payroll systems, which fulfils the RTI requirements. The Parish Council does not yet have Pension Scheme in place and the Staging Date is 01 July 2017, so urgent action is required.

8.2 – Training/Professional Development

The Statement of Intent was adopted April 2013, which is still fit for purpose. The Parish Council should consider, at least annually, any training requirements of Members/Staff.

8.3 – Asset Register

FH confirmed there is any up to date list on file, but the depreciation should be removed and insurance valuations should be checked

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. It has a qualified clerk, but insufficient elected members.

8.8 – Standing Order

The policy was adopted May 2015 and the new procurement wording was adopted July 2016, but it now needed tailoring to this specific Parish Council

8.9 – Financial Regulations

The policy was adopted July 2016, but it now needed tailoring to this specific Parish Council

8.10 – Risk Management

Risk Assessments were on file, 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.

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.....