

CLAXTON & SAND HUTTON PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 14 MAY 2018 AT 7.30PM**

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

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

APCM18/1 - To elect Chairman for 2018-2019:

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

APCM18/2 - To receive the Chairman's declaration of acceptance of office:

Signed by PS and FH and placed on file

APCM18/3 - To elect Vice-Chairman for 2018-2019:

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

APCM18/4 - To receive apologies for absence and reasons given:

Donna Rankeillor

APCM18/5 - To approve accounts for year ended 31 March 2018

These were unanimously approved and each Cllr received a copy

APCM18/6 - To confirm arrangements for Internal and External Audits

Bridleways Bookkeeping would conduct the Internal Audit and a written report would follow. PKF Littlejohn LLP would conduct the External Audit. FH had completed the Annual Return, which was unanimously approved and signed by PS and FH.

APCM18/7 - Insurance Arrangements for 2018-2019

The current policy with Zurich, which expires 31 May 2018 and the premium was £257.60. FH had conducted Game & Company for a quote.

Approved Chairman

Date.....

APCM18/8 -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 has a scheme with NEST Pensions.

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 would check this document to ensure it was up to date.

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 September 2017 and NALC have just announced another draft will be circulated shortly.

8.9 – Financial Regulations

The policy was adopted September 2017.

8.10 – Risk Management

Risk Assessments were on file.

8.11 – Local Council Award Scheme

FH recommended this was used as a guide to good practice.

8.12 – Communication

FPS was in contact with Greenhills IT about retaining the current village website. DR had created a Facebook community page. FH was uploading documents to the NYCC Datasets

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.....