CLAXTON & SAND HUTTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 07 MAY 2019 AT 7.30PM

Councillors Present: Nigel Daview (ND) Caroline Hall (CH)
Donna Rankeillor (DR) Peter Stott (PS)

Jenifer Whiteley (JW)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

APCM19/1 - To elect Chairman for 2019-2020:

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

APCM19/2 - To receive the Chairman's declaration of acceptance of office:

Signed by PS and FH and placed on file

APCM19/3 - To elect Vice-Chairman for 2019-2020:

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

APCM19/4 - To receive apologies for absence and reasons given:

NYCC/RDC Caroline Goodrick (CG)

APCM19/5 - To approve accounts for year ended 31 March 2018

These were unanimously approved and each Cllr received a copy

APCM19/6 - 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.

APCM19/7 - Insurance Arrangements for 2019-2020

It was unanimously agreed to remain with Zurich, but FH would speak to them about the addition of the War Memorial to the asset register.

APCM19/8 - To review Training/Professional Development

The Parish Council considered training needs, noted the training offered by YLCA, but felt none was necessary currently.

APCM19/9– To discuss adoption of General Power of Competition

The Government introduced the General Power of Competence (GPC) in the Localism Act 2011 to give eligible councils the power "to do anything individuals may generally do" as long as it is not prohibited by other legislation or restrictions.

It is a power	of first	resort s	o the	power	may l	oe used	d without	having to	consider	other
powers first.										

Approved	Chairman	Date

There are three conditions for eligibility:

- 1. Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
- 2. Electoral Mandate: at the time the resolution is passed, as least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
- 3. Qualified clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, CiLCA) AND pass the 2012 CiLCA module relating to the general power of competence.

Eligibility must be re-confirmed at each annual meeting following an ordinary election.

In using the GPC councils must have regard to any relevant legislation, restriction and potential risk to the council; they should also act within the general principle of "reasonableness".

It was unanimously agreed to adopt the GPC, as the Parish Council fulfilled all criteria.

APCM19/10 To conduct a review of all policies:

In the February 2019 edition of the White Rose Update, Yorkshire Local Councils Association advised – If your council has not already done so, it is recommended that all policies are reviewed in May 2019 when many councils will be going through the election process. Looking at all policies now will ensure that the council gets off to a flying start at the Annual meeting in May.

The Parish Clerk obtained a definitive list of policies from the YLCA and a copy is attached to these minutes.

The Parish Clerk would now use this list to ensure the Parish Council had all policies necessary.

YLCA POLICIES LIST

DOCUMENT:	KEY:				
	Mandatory/Statutory Requirement (SR) Best Practice (BP)				
	Audit Requirement (AR)				
BASIC GOVERNANCE					
Standing Orders	BP (SR for SO on contracts and procurement of goods				
and services) Financial Regulations	SR				
Code of Conduct	SR				
Member's Register of	Interests Log BP				
Dispensation Re	•				
•	pensations Log BP				
	ber's Allowance Policy B				
	Councillor attendance register				
BP	Planning register				
BP	Co-option Policy and procedure				
BP	Committee Terms of Reference				
SR					
OPENNESS AND ACCOUNTABILITY					
FOI Publication Scheme	SR				
Recording of Meetings Policy	BP				
Approved	Chairman Date				

FOI Vexa	FOI Policy FOI Vexatious Requests Policy Rules for public session									
	plaints Policy/Proced Social media F Media/Com	ure Policy	tions Policy	j	DI	SR	BP BP			
nn	Transpare	ncy Coo	le complianc	e checkli	st					
BP										
DATA PROTECTION/GDPR										
Data/information audit	BP									
Documents management (disposal and		BP	C.D.							
Privacy notice - general		la haldan	SR	mo.	CD					
Privacy notice - en	nployees, councillors, ro Security Incident Po		s and voluntee	rs	SR	BP				
			recording fo	rm and l	οα	DI				
BP	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		ent form log		- 9					
BP										
FINANCIAL	CD									
Financial Regulations (see above) Asset Register	SR AR									
Risk Assessment/management Policy	AK	AR								
Insurance register		AR								
Grant awarding Policy		BP								
Grant application form	BP	Di								
Internal Controls Policy	AR									
,										
EMPLOYMENT/PERSONNEL										
Contract of Employment/ Written State	ement of Particulars	SR								
Recruitment Policy		BP								
Appraisal procedure Policy		BP	DD							
Equal Opportunities Policy Expenses Policy	7		BP	3P						
	om home Policy				BP					
	ickness and Absence	Policy			DI.	BP				
	Equality and		ity Policy				BP			
	Grie		nd Disciplina							
BP		He	alth and Safe							
BP SR if more than 5	employees		(Compute						
BP II						oile pho	ne use			
Policy BP Harassment/Dignity at Work Policy	מת				Bully	ing and				
Procedure for requesting annual leave	BP	BP								
Training and Development Policy	BP	DI								
Pensions Policy	SR									
Substance Misuse Policy	BP									
Lone worker Policy		BP								
Flexible working Policy	BP									
ENVIRONMENT		A.D.								
Green space/open space audit Tree audit		AR								
Green/open space management policy		AR BP								
Green/open space management poncy		DI								
PLAY AREAS										
Play area inspection policy		BP								
Play area inspecti	on log		I	3P						
DIDIAL AUGUS DITTE										
BURIAL AUTHORITIES		BP								
Register and record of burials Register of graves		BP BP								
Record of exclusive rights of burial		SR								
Cemetery rules and charges		BP								
complete franco and onergos										
Americad	~ !	- i we :-		Date						
Approved	Cha	airman		Date.						

ALLOTMENTS

Register of allotments/plots and plot holders
Waiting list policy
Copy of Allotment rules

BP
BP

Approved Chairman Date......