

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 so the power may be used 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)	SR
Financial Regulations		
Code of Conduct		SR
Member's Register of Interests Log		BP
Dispensation Request form		BP
Member's Dispositions Log		BP
Member's Allowance Policy		BP
Councillor attendance register		
Planning register		
Co-option Policy and procedure		
Committee Terms of Reference		
	BP	
	BP	
	BP	
	SR	

OPENNESS AND ACCOUNTABILITY

FOI Publication Scheme	SR
Recording of Meetings Policy	BP

Approved Chairman

Date.....

ALLOTMENTS

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