

CLAXTON & SAND HUTTON PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD REMOTELY ON THURSDAY 06 MAY 2021 AT 6.00PM**

Councillors Present: Nigel Davies (ND) Caroline Hall (CH)
Peter Stott (PS) Jennie Whiteley (JW)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

APCM21/1 - To elect Chairman for 2021-2022:

Resolved - Peter Stott (Unanimous)

APCM21/2 - To receive the Chairman's declaration of acceptance of office:

Signed by PS and FH and placed on file

APCM21/3 - To elect Vice-Chairman for 2021-2022:

Resolved - Caroline Hall (Unanimous)

APCM21/4 - To receive apologies for absence and reasons given: None

APCM21/5 - To discuss insurance arrangements for 2021-2022:

Resolved – the Parish Council would remain with Zurich (Unanimous)

APCM21/6 - To review Training/Professional Development

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

APCM21/7– To discuss adoption of General Power of Competence

Resolved – The Parish Council fulfils the criteria, so agreed to adopt the GPC (Unanimous)

APCM21/8 - To conduct a review of all policies:

Resolved – The Parish Council adopted the policies as listed at the end of these minutes (Unanimous)

APCM21/9 - Yorkshire Local Councils Association:

a) Membership for 2021-22

Resolved – The Parish Council agreed to renew their membership (£137.00) (Unanimous)

b) New Code of Conduct

Resolved – The Parish Council agreed to adopt the code (Unanimous)

Approved Chairman

Date.....

APCM21/10

To approve financial documentation for 2020-21

a) Certificate of Exemption on page 3 of the Annual Government and Accountability Return

b) Annual Internal Audit Report on page 4 of the Annual Governance and Accountability Return

b) Section 1 - Annual Governance Statement on page 5 of the Annual Governance and Accountability Return

c) Section 2 - Accounting Statements on page 6 of the Annual Governance and Accountability Return

d) the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities

- Certificate of Exemption,
- Annual Internal Audit Report,
- Section 1 – Annual Governance Statement,
- Section 2 – Accounting Statements,
- Analysis of variances
- Bank Reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Resolved – Approved (Unanimous)

Step One – Ensure Parish Council has all **SR and **AR** policies and that they are on the website**

DOCUMENT:	KEY:	Policy Adopted	Policy on Website	Notes
BASIC GOVERNANCE				
Standing Orders	SR	15/03/21		
Financial Regulations	SR	15/03/21		
Code of Conduct	SR	This Meeting		
OPENNESS AND ACCOUNTABILITY				
FOI Publication Scheme	SR	This Meeting		
Complaints Policy/Procedure	SR	This Meeting		
DATA PROTECTION/GDPR				
Privacy notice – general	SR	This Meeting		
Privacy notice – employees, councillors, role holders and volunteers	SR	This Meeting		

Approved Chairman

Date.....

FINANCIAL				
Financial Regulations (see above)	SR	See Above	See Above	
Asset Register	AR			Issued each year end
Risk Assessment/management Policy	AR		N/A	Note 1.
Insurance register	AR		N/A	Note 2. No Claims, Provision within insurance documentation
Internal Controls Policy	AR		N/A	Note 3. An Internal Controls Check List is available
EMPLOYMENT/PERSONNEL				
Contract of Employment/ Written Statement of Particulars	SR	N/A	N/A	Both the Chairman and the Parish Clerk have a signed copy
Pensions Policy	SR			Note 4.
ENVIRONMENT				
Green space/open space audit	AR	N/A	N/A	The Parish Council does not own/manage any spaces
Tree audit	AR	N/A	N/A	The Parish Council does not own/manage any trees
PLAY AREAS	No SR/AR policies	N/A	N/A	The Parish Council does not own/manage any play areas
BURIAL AUTHORITIES				
Record of exclusive rights of burial	SR	N/A	N/A	The Parish Council does not own/manage any burial grounds
ALLOTMENTS	No SR/AR policies	N/A	N/A	The Parish Council does not own/manage any allotments

Note 1 – The Parish Council should assess the risks inherent in its activities and satisfy itself that it has taken all reasonable steps to minimise them

Note 2 – This is a register, created by the council, which details the councils insurance provision and any insurance claims made by or against the council

Note 3 – This is a policy, created by the council, (usually included in the council's Financial Regulations) which details the robust and effective internal controls the council (as required by the Accounts and Audit Regulations 2015) has in place, to prevent fraud and safeguard public money.

Note 4 - Is a policy, created by the council, which details the council's policy as to the pension provision offered by the council to its employees.

Step Two – What BP policies does the Parish Council have/need?

BASIC GOVERNANCE

Co-option Policy and procedure

OPENNESS AND ACCOUNTABILITY

Recording of Meetings Policy

FOI Policy

DATA PROTECTION/GDPR

Documents management (disposal and retention) Policy

FINANCIAL

Grant awarding Policy / Application form

EMPLOYMENT/PERSONNEL

Sickness and Absence Policy

Equality and Diversity Policy

Grievance and Disciplinary Policy

Health and Safety Policy

Training and Development Policy

Approved

Chairman

Date.....