

HESLINGTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE MEETING ROOM, HESLINGTON ON TUESDAY 15 MAY AT 7.15P.M.

Parish Councillors present:

Cllr Mrs P Bramley (Chairperson)
Cllr C Cadman
Cllr Lady D Lawton
Cllr J Stern

Cllr R Bramley
Cllr P Hall
Cllr Mrs Z Richards
Cllr Mrs J Visick

In attendance:

Fiona Hill – Locum Parish Clerk
Cllr David Levene - CYC Ward Councillor

Public Present:

5

1. To elect Chairman for 2012-2013

Cllr Mrs Bramley Proposed: Cllr Mrs Richards
Seconded: Cllr Stern
Unanimous

2. To receive the Chairman's declaration of acceptance of office

Cllr Mrs Bramley signed the form, which was counter signed by the Parish Clerk

3 To elect Vice-Chairman for 2012-2013

Cllr McClean Proposed: Cllr Mrs Bramley
Seconded: Cllr Stern
Unanimous

4 To receive apologies for absence and reasons given

Cllr McClean On holiday

The Minutes of the Annual Parish Council Meeting should be signed at the next Ordinary Parish Council Meeting. However, the Minutes of the 2011 Annual Meeting have not been signed, so the Chairperson signed them immediately.

5 To appoint representatives

- 5.1 Yorkshire Local Councils Association
Cllr Mrs P Bramley and Cllr Lady D Lawton
- 5.2 Heslington East Community Forum
Cllr Mrs P Bramley, Cllr P Hall and Cllr J Stern
- 5.3 Good Neighbourhood Forum
Cllr Mrs P Bramley and Cllr P Hall
- 5.4 Ouse and Derwent Drainage Board
Cllr R Bramley
- 5.5 Sportsfield
Cllr B McClean
- 5.6 York Environment Forum
Cllr Lady D Lawton
- 5.7 Alms Houses
Cllr Mrs Z Richards
- 5.8 Elvington
Cllr Mrs P Bramley
- 5.9 Meeting Room
Cllr C Cadman

6 Councillors to deal with following issues

- 6.1 To approve accounts for year ending 31 March 2012**
The Parish Councillors had been sent copies of the Bookkeeping and Accounts prepared by the Parish Clerk to inspect, which were approved. The Parish Council have also been sent a copy of the HMRC VAT Return.
- 6.2 To confirm arrangements for Internal Audit and External Audit**
The Audit Commission has appointed Mazars of Southampton to act as External Auditor for Parish Councils. The Parish Councillors have been sent a copy of the Annual Return and attachments to inspect, which should be approved and signed by the Chairperson and Parish Clerk. The Parish Clerk recommended Yorkshire Internal Audit Services, to conduct the Internal Audit and this was approved unanimously by the Parish Council, proposed Cllr Mrs P Bramley and seconded Cllr Mrs Z Richards.
- 6.3 To review salary for Parish Clerk for 2012-2013**
The Parish Clerk advised that the employment side of the National Joint Council for Local Government Services has informed the trade unions side that there will be no pay offer for 2012/2013. This will be the third consecutive year that the local government workforce has not received a pay offer. The last increase was in 2009/2010 and these Pay Scales are held on file. Heslington P.C. has registered as an employer with HMRC for 2012/13.
- 6.4 To review Training/Professional Development**
The National Association of Local Councils (NALC) recommends that Parish Councils have a Training Statement of Intent for Councillors and Employees. The Parish Clerk will draft one for discuss at a future meeting. The Parish Clerk will also draft an Induction Pack for New Councillors.
- 6.5 To review Insurance arrangements for 2012-2013**
The Parish Councils current policy runs 01 June 2011 to 01 June 2012 and the premium was £1111.99. A renewal invitation has been received and the 2012-2013 premium will be £1143.16 and the Parish Council agreed to renew this policy. The Parish Clerk advised that there are two other companies that offer insurance specifically for Parish Councils – Care & Company and Zurich.
- 6.6 To review Asset Register**
The Parish Clerk will draft an Asset Register based on the model shown in the Governance and Accountability for Local Councils Guide 2012 (England) and will circulate copies for discussion at a future meeting.
- 6.7 To review the Financial Regulations**
The Parish Council adopted these on 31 May 2011, but the file copy is unsigned. The Chairperson to signed at this meeting.
- 6.8 To review the Standing Orders**
The Parish Council adopted these on 31 May 2011, but the file copy is unsigned. The Chairperson to signed at this meeting.
- 6.9 To review the Complaints Procedure**
The Parish Council adopted these on 31 May 2011, but the file copy is unsigned. The Chairperson to signed at this meeting.
- 6.10 To review the Grant Awarding Policy**
NALC recommend the Parish Councils adopt a Grant Awarding Policy, as it gives them a framework for gathering information, but does not affect their ability to give grants without completion of the application documents, where it has powers to do so. The Parish Clerk will prepare a draft for discussion at a future Meeting.

6.11 To review Risk Management

The Parish Council adopted these on 31May 2011, but the file copy is unsigned. The Chairperson to signed at this meeting.

6.12 To review the Freedom Of Information Publication Scheme

The Parish Clerk advised that under the Freedom of Information Act it is a duty of every public authority to adopt and maintain a publication scheme. Publication schemes facilitate the proactive release of information and play a crucial role in supporting and providing greater openness and transparency across the public sector. In line with section 20 of the Act the Information Commissioner has approved a new model publication scheme which should be adopted by all public authorities and will be effective from 1 January 2009. The Parish Clerk has completed and placed on file a completed Publication Scheme.

6.13 To review the Quality Parish Council Scheme

The Parish Clerk would report on this topic at a future meeting

6.14 To review the Parish News

The Parish Council produces a quarterly newsletter to keep in touch with Parishioners

6.15 To review the Banking facilities

The cheque signatories are Cllr Mrs P Bramley, Cllr R Bramley, Cllr P Hall, Cllr Lady D Lawton, Cllr J Stern.

The Parish Clerk had written to the Heslington branches of Barclays, Lloyds TSB and Natwest to try to obtain details of account suitable for Parish Councils.

Signature:

Date: