

HESLINGTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD IN THE MEETING ROOM, HESLINGTON ON TUESDAY 21 JULY 2015 AT 7.30 P.M.

Parish Councillors present:

Cllr B McClean (BM) (Chairperson)

Lady D Lawton (DL)

Mr P Hall (PH)

Mr R Bramley (RB)

Mrs Z Richards (ZR)

In attendance:

Fiona Hill (FH) - Parish Clerk

Public Present: 1

APCM2015/6 To receive apologies for absence and reasons given

Mrs P Bramley (PB)

Ward Cllr K Aspden (KA)

APCM2015/7 To appoint representatives:

1. Yorkshire Local Councils Association	PB/DB
2. Heslington East Community Forum	PB/PH
3. Good Neighbourhood Forum	PB/PH
4. Ouse and Derwent Drainage Board	RB
5. Sportsfield	BM
6. York Environment Forum	DL
7. Alms House	ZR
8. Elvington	PB
9. Meeting Room	DL

APCM2015/8 To discuss annual reviews conducted by Parish Clerk as follows:

1. Employment Issues

1.1 Salaries of employees

The National Salary Award 2014-2016 was implemented from 01Jan15 as advised by YLCA

1.2 Employment Policies

1.2.1 Equal Opportunities

The policy adopted 18Sep12 is still fit for purpose

1.2.2 Grievance

The policy adopted 18Sep12 is still fit for purpose

1.2.3 Disciplinary

The policy adopted 18Sep12 is still fit for purpose

1.2.4 Sickness

The policy adopted 18Sep12 is still fit for purpose

2. Training/Professional Development

The Statement of Intent adopted 19Jun12 is still fit for purpose. Neither members nor employees undertook any training during this year.

3. Asset Register

The register has been updated to include the shed and a copy would be sent to the insurance company.

4. Policies

4.1 Complaints

The policy adopted 15May12 is still fit for purpose

4.2 Grant Awarding

The policy adopted 19Jun12 is still fit for purpose

4.3 Freedom of Information

The policy adopted 15May12 is still fit for purpose

5. Procedures

5.1 General Power of Competence

The Parish Council fulfils the criteria as having both Elected Councillors and a Qualified Clerk, so are able to re-adopt this power

5.2 Standing Orders

The new draft has been recently circulated around Parish Councillors and is ready for adoption at a future meeting.

5.3 Financial Regulations

These were adopted 15May12 and are still fit for purpose.

5.4 Risk Management

This policy was adopted 15May12 and is now due for updating, so the Parish Clerk would look into this.

5.5 Quality Parish Council Scheme

YLCA have launched a new scheme and the Parish Clerk would look into this.

5.6 Communication Website/Newsletter

The website is kept up to date with thanks to Mrs Paula Clements

The Parish Council continue to issue a Parish Newsletter.

5.7 Banking

The current mandate shows signatories as Cllrs Mrs P Bramley, R Bramley, P Hall and Lady Lawton