

**HESLINGTON PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD REMOTELY ON TUESDAY 04 MAY 2021 AT 6.00PM**

**Councillors Present:** David Blacketer (DB) Pauline Bramley (PB)  
Richard Blacketer (RB) John Garner (JG)  
Peter Hall (PH) Bev Heap (BH)  
Rose Hilton (RH) Tom Percy (TP)  
Zena Richards (ZR)

**In Attendance:** Fiona Hill - Parish Clerk

**Public Present:** 0

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

Resolved - PB, Proposed: TP, Seconded: CH, Unanimous

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

Signed by PB and FH and placed on file

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

Resolved - RH, Proposed: PB, Seconded: TP, Unanimous

**APCM21/4 - To receive apologies for absence and reasons given:**

None

**APCM21/5 - To elect representatives on to outside bodies**

- |    |                                      |                            |
|----|--------------------------------------|----------------------------|
| 1. | Yorkshire Local Councils Association | DB/PB                      |
| 2. | Heslington East Community Forum      | Currently not in existence |
| 3. | Good Neighbours Forum                | PB/PH                      |
| 4. | Ouse and Derwent Drainage Board      | RB                         |
| 5. | Sportsfield                          | ZR                         |
| 6. | York Environment Forum               | RH                         |
| 7. | Alms Houses                          | ZR                         |
| 8. | Meeting Room                         | JG                         |

Resolved / Unanimous

**APCM21/6 - To discuss insurance arrangements for 2021-2022**

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

**APCM21/7 To review Training/Professional Development**

The Parish Council considered training needs, noted the training offered by YLCA but felt no training was currently required.

**APCM21/8 – To discuss adoption of General Power of Competition**

Resolved – As they still fulfill the criteria, the Parish Council would re-adopt this power (Unanimous)

**APCM21/9 - To conduct a review of all policies:**

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

**APCM21/10 Yorkshire Local Councils Association**

a) Membership for 2021-22

No invoice had been received yet, so this would be deferred until the next meeting

b) New Code of Conduct

Resolved – Adopted (Unanimous)

**APCM21/1 - 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

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

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

e) 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
<b>BASIC GOVERNANCE</b>				
Standing Orders	<b>SR</b>	15/12/20		
Financial Regulations	<b>SR</b>	15/12/20		
Code of Conduct	<b>SR</b>	This Meeting		
<b>OPENNESS AND ACCOUNTABILITY</b>				
FOI Publication Scheme	<b>SR</b>	This Meeting		
Complaints Policy/Procedure	<b>SR</b>	This Meeting		
<b>DATA PROTECTION/GDPR</b>				
Privacy notice – general	<b>SR</b>	This Meeting		
Privacy notice – employees, councillors, role holders and volunteers	<b>SR</b>	This Meeting		
<b>FINANCIAL</b>				
Financial Regulations (see above)	<b>SR</b>	See Above	See Above	
Asset Register	<b>AR</b>			Issued each year end
Risk Assessment/management Policy	<b>AR</b>		N/A	Note 1.
Insurance register	<b>AR</b>		N/A	Note 2. No Claims, Provision within insurance documentation
Internal Controls Policy	<b>AR</b>		N/A	Note 3. An Internal Controls Check List is available
<b>EMPLOYMENT/PERSONNEL</b>				
Contract of Employment/ Written Statement of Particulars	<b>SR</b>	N/A	N/A	Both the Chairman and the Parish Clerk have a signed copy
Pensions Policy	<b>SR</b>			Note 4. Details of Now Pension scheme within minutes
<b>ENVIRONMENT</b>				
Green space/open space audit	<b>AR</b>	N/A	N/A	The Parish Council does not own/manage any spaces
Tree audit	<b>AR</b>	N/A	N/A	The Parish Council does not own/manage any trees
<b>PLAY AREAS</b>	No SR/AR policies	N/A	N/A	The Parish Council does not own/manage any play areas
<b>BURIAL AUTHORITIES</b>				
Record of exclusive rights of burial	<b>SR</b>	N/A	N/A	The Parish Council does not own/manage any burial grounds
<b>ALLOTMENTS</b>	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.

Chairman's Signature .....

Date .....

**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