

HESLINGTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD IN THE MEETING ROOM, HESLINGTON ON TUESDAY 20 MAY 2014 AT 7.15P.M.

Parish Councillors present:

Cllr Mrs P Bramley (Chairperson)

Cllr C Cadman

Cllr P Hall

Cllr Mrs Z Richards

Cllr R Bramley

Cllr A Collingwood

Cllr B McClean

Cllr J Stern

In attendance:

Fiona Hill - Parish Clerk

Public Present:

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1. To elect Chairman for 2014-2015

Cllr Mrs Bramley

Proposed: Cllr Hall

Seconded: Cllr McClean

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 2014-2015

Cllr McClean

Proposed: Cllr Mrs Bramley

Seconded: Cllr Collingwood

Unanimous

4 To receive apologies for absence and reasons given

Cllr Lady D Lawton

Cllr David Levene

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CYC Ward Councillor

The Minutes of the Annual Parish Council Meeting must be signed at the next Ordinary Parish Council Meeting, so there are no minutes to approve at the APCM

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 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 The Parish Clerk had conducted an Annual Review on behalf of the Parish Council and can report as follows:

6.1 Accounts for year ending 31 March 2014

The Parish Councillors received copies of the Bookkeeping and Accounts prepared by the Parish Clerk to inspect, which were unanimously approved.

6.2 Internal Audit and External Audit

The Audit Commission has appointed Little Johns of London to act as External Auditor for Parish Councils. The Parish Clerk had completed the Annual Return and attachments, which were approved and signed by the Chairperson and Parish Clerk. Yorkshire Internal Audit Services, were booked in on Monday 02 June 2014 to conduct the Internal Audit. These arrangements were unanimously approved.

6.3 Salary for Parish Clerk for 2013-2014

The 2009/2010 National Final Salary Award for Local Council Clerks is still current.

6.4 Training/Professional Development

The Statement of Intent was adopted 19 June 2012 and is not currently in need of updating. The Parish Council regularly monitors the training needs of its members and employees and takes advantage of the excellent training provided by YLCA.

6.5 Insurance arrangements for 2014-2015

After many years with Aon, last year the parish council moved to Zurich, due to a cheaper premium, for similar cover. Aon and Zurich continue to be the only companies offering bespoke parish council policies. Zurich is offering renewal for a slightly reduced premium from previous year. This was unanimously approved.

6.6 Asset Register

The Parish Clerk has an up to date Asset Register based on the model shown in the Governance and Accountability for Local Councils Guide 2012 (England).

6.7 Financial Regulations

The Parish Council adopted these on 15 May 2012 and are not currently in need of updating.

6.8 Standing Orders

The Parish Council adopted these on 17 September 2013, but these need to be updated, as YLCA have issued an updated template. The Parish Clerk will circulate a draft a.s.a.p.

6.9 Complaints Procedure

The Parish Council adopted these on 15 May 2012, and are not currently in need of updating.

6.10 Grant Awarding Policy

The Parish Council adopted these on 19 June 2012, and are not currently in need of updating.

6.11 Risk Management

The Parish Council adopted these on 15 May 2012, and are not currently in need of updating.

6.12 Freedom Of Information Publication Scheme

The Parish Council adopted these on 15 May 2012, and are not currently in need of updating.

6.13 Quality Parish Council Scheme

This scheme is currently under review by the National Association of Local Councils and their Training partners and should be re-launched soon.

6.14 Parish Newsletter/Website

The Newsletter is drafted by Bill McClean 3/4 editions per year. The Parish Website is updated by Paula Clements.

6.15 Banking facilities

The Parish Clerk is in regular contact with all high street banks and they exhibit little or no interest in taking on new account.

6.16 Parish Council Policies/Procedures

The Parish Council has employment policies as follows:

Disciplinary, Equal Opportunities, Grievance, Sickness

General Power of Competence:

This power was adopted 21 May 2013 and must be reviewed at the APCM after the next elections (May2015)

Signature:

Date: