

HESLINGTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD IN THE MEETING ROOM, HESLINGTON ON TUESDAY 21 MAY 2013 AT 7.15P.M.

Parish Councillors present:

Cllr Mrs P Bramley (Chairperson)
Cllr P Hall
Cllr Mrs Z Richards

Cllr R Bramley
Cllr Lady D Lawton
Cllr J Stern

In attendance:

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

Public Present:

4

1. To elect Chairman for 2013-2014

Cllr Mrs Bramley Proposed: Cllr Hall
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 2013-2014

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

4. To receive apologies for absence and reasons given

Cllr Cadman

The Minutes of the Annual Parish Council Meeting should be signed at the next Ordinary Parish Council Meeting, therefore the 2012 Minutes were signed 19 June 2012
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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, Cllr Lady Lawton 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

6 Councillors to deal with following issues

6.1 To approve accounts for year ending 31 March 2012

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

6.2 To confirm arrangements for Internal Audit and External Audit

The Audit Commission has appointed Littlejohns 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 Friday 14 June 2013 to conduct the Internal Audit.

6.3 To review salary for Parish Clerk for 2013-2014

The 2009/2010 National Final Salary Award For Local Council Clerks is still current, but is under review by the national Joint Council for Local Government Services.

6.4 To review employment policies and procedures

It was unanimously agreed that whoever was Chairperson would act as Personnel Manager. The Contract of Employment and Job Description would be regularly review to ensure they were still fit for purpose via an Annual Review attended by the Personnel Manager and the Parish Clerk. The Parish Clerk confirmed the as an employer the Parish Council must have a Disciplinary and a Grievance policy. NALC recommend that Parish Councils also have a Bully & Harassment policy, an Equal Opportunities policy, a Health & Safety policy and a Sickness policy.

6.5 To review Training/Professional Development

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

6.6 To review Insurance arrangements for 2013-2014

The Parish Clerk had obtained three quotes to compare against the renewal quote:

Aon	Current Insurance	£1106.38
Zurich	Main Competitor	£487.03
Game & Co	Advert seen in trade magazine	£942.36
Norris & Fisher	Advert seen in trade magazine	£868.81

The Parish Clerk had done a quick cover comparison and felt that the Zurich cover would be an excellent alternative for the Aon cover, but would circulate details, if the Parish Council wished to inspect the quoted. The Parish Council unanimously agreed to accept the Zurich quote without inspection.

6.7 To review 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).

6.8 To review the Financial Regulations

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

6.9 To review the Standing Orders

The Parish Council adopted these on 15 May 2012, but these need to be updated, due to the Localism Act 2011 providing local authorities with the General Power of Competence.

6.10 To review the Complaints Procedure

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

6.11 To review the Grant Awarding Policy

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

- 6.12 To review Risk Management**
The Parish Council adopted these on 15 May 2012, and are not currently in need of updating.
- 6.13 To review the Freedom Of Information Publication Scheme**
The Parish Council adopted these on 15 May 2012, and are not currently in need of updating.
- 6.14 To review the Quality Parish Council Scheme**
This scheme is currently under review by the national Association of Local Councils with their Training partners and should be re-launched Autumn 2013.
- 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 is in regular contact with all high street banks and they exhibit little of no interest in taking on new account.

Signature:

Date: