

## HESLINGTON PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN THE MEETING ROOM ON TUESDAY 15 MAY 2018 AT 7.15PM

**Councillors Present:** David Blacketer (DB) Mrs Pauline Bramley (PB)  
Richard Bramley (RB) Peter Hall (PH)  
Mrs Rose Hilton (RH) Lady Dot Lawton (DL)  
Mrs Zena Richards (ZR)

**In Attendance:** Fiona Hill (FH) - Parish Clerk

**Public Present:** 0

**APCM18/1 - To elect Chairman for 2018-2019:**

PB, Proposed: DL, Seconded: DB, Unanimously Agreed

**APCM18/2 To receive the Chairman's declaration of acceptance of office:**

Signed by PB and FH and placed on file

**APCM18/3 - To elect Vice-Chairman for 2018-2019:**

RH, Proposed: DL, Seconded: DB, Unanimously Agreed

**APCM18/4 - To receive apologies for absence and reasons given:**

None

**APCM18/5 - To appoint representatives:**

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

**APCM18/6 - To approve accounts for year ended 31 March 2018**

These were unanimously approved and each Cllr received a copy

**APCM18/7 - To confirm arrangements for Internal and External Audits**

Yorkshire Internal Audit Services had conducted the audit, found no issues to raise with members and a written report was received confirming this. PKF Littlejohn LLP were the appointed External Auditor. FH had completed the Annual Return, which was unanimously approved and signed by PB and FH.

**APCM18/8 - Insurance Arrangements for 2018-2019**

FH recommended remaining with Zurich Insurance for another year, who had quoted a premium of £513.15. A benchmarking quote from Came & Co was £806.00.

Approved ..... Chairman

Date.....

**APCM18/9 -Councillors to discuss annual reviews conducted by Parish Clerk as follows:**

9.1 – Employment Policies & Procedures

FH is an employee, with a contract to which the National Agreement for Terms and Conditions apply. The Parish Council has all the required employment policies. The Parish Council use the HMRC Payroll systems, which fulfils the RTI requirements. The Parish Council has a Now Pension Scheme in place.

9.2 – Training/Professional Development

The Statement of Intent was adopted June 2012, which is still fit for purpose. The Council considered the training needs of Councillors/Employees annually.

9.3 – Asset Register

FH would check that this was up to date and report back at the June 2018 meeting.

9.4 – Complaints

The policy was adopted May 2012, which is still fit for purpose.

9.5 – Grant Awarding

The policy was adopted June 2012, which is still fit for purpose.

9.6 – Freedom of Information

The scheme was updated last year and is currently up to date.

9.7 – General Power of Competence

The Parish Council adopted this power at the APCM 2015 and still fulfils the criteria

9.8 – Standing Order

The policy was adopted September 2017, but NALC had just announced a re-draft, so this would be researched by FH.

9.9 – Financial Regulations

The policy was adopted July 2017, which is still fit for purpose

9.10 – Risk Management

Risk Assessments were adopted September 2017 and were still fit for purpose.

9.11 – Local Council Award Scheme

The guidance was used as an example of good practice.

9.12 – Communication

FH reported that the website was up to date. The Parish Council continues to issue a regular newsletter.

9.13 – Banking

The current mandate shows any two to sign cheques from the signatories who are currently PB, RB, PH and DL

Approved .....

Chairman

Date.....