

HPC Minutes APM 21 May 2024 (1)DRAFT 7pm

HESLINGTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE MEETING ROOM ON TUESDAY 21 MAY 2024 AT 7.15PM

Councillors Present: David Blacketer Pauline Bramley
Richard Blacketer John Garner
Bev Heap Rose Hilton
Caleb Pell

In Attendance: Fiona Hill - Parish Clerk

Public Present: 0

APCM24/1 To elect Chairman for 2024-2025:
Resolved – Cllr Mrs Bramley, Proposed: Cllr Heap, Seconded: Cllr Pell, Unanimous

APCM24/2 To receive the Chairman’s declaration of acceptance of office:
Signed by Cllr Mrs Bramley and the Parish Clerk and placed on file

APCM24/3 To elect Vice-Chairman for 2024-2025:
Resolved – Cllr Pell, Proposed: Cllr Mrs Bramley, Seconded: Cllr Bramley, Unanimous

APCM24/4 To discuss the Code of Conduct Councillor Registration and Disclosure of Interests:
The Parish Council must ensure that the registers for each Parish Councillor are on the CYC website, but Parish Councillors must ensure that the information within their register is up to date.

APCM24/5 To receive apologies for absence in advance of the meeting:
Cllrs Percy and Richards*
CYC Ward Cllr Zena Richards
To consider the approval of reasons given for absence:
Resolved / Approved, Unanimous

APCM24/6 To receive report for 2023-2024 and appoint representatives for 2024-2025:

1.	Good Neighbourhood Forum/Heslington East Community Forum	- Cllrs Mrs Bramley/Heap
	Cllr Bramley read out a report	
2.	Ouse and Derwent Drainage Board	- Cllr Bramley
	The board continues to maintain ditches to prevent floods	
3.	Sportsfield	- Cllrs Percy/Richards
	Nothing to report	
4.	Alms Houses	- Cllr Blacketer
	No report received	
5.	Meeting Room	- Cllr Garner
	Report being prepared	

APCM24/7 To discuss insurance arrangements for 2024-2025:

Resolved – The Parish Council would remain with Zurich, who had quoted £724.20 (Unanimous)

APCM24/8 To review Training/Professional Development:

The Parish Council considered training needs, noted the training offered by YLCA encouraged new/newer Councillors would enrol.

APCM24/9 To discuss adoption of General Power of Competition:

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

APCM24/10 To conduct policies review:

a) As listed on YLCA Checklist:

The Parish Council had conducted an in-depth review of the policies as shown in the minutes, which is now recorded on a YLCA Checklist, that would be held on file.

b) Meeting Room Terms of Reference:

The Internal Auditor had queried if the changes with trustees/committee between the conveyance/trust deed and the charity commission website had been recorded within the minutes.

The Terms of Reference which was originally drafted some years ago, is in need of updating.

APCM24/11 Yorkshire Local Councils Association:

a) Membership for 2024-25

Resolved – The Parish Council would continue their membership at a cost of £230.00 (Unanimous)

b) Appoint Parish Council representatives for 2024-2025

Resolved – Cllrs Blacketer and Mrs Bramley (Unanimous)

APCM24/12 To approve financial documentation for 2023-24

a) Annual Internal Audit Report on page 3 of the Annual Government and Accountability Return

b) Section 1 - Annual Governance Statement on page 4 of the Annual Governance and Accountability Return

c) Section 2 - Accounting Statements on page 5 of the Annual Governance and Accountability Return

d) 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

- 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