

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Held in the Annexe Room, Mechanics Institute, Kirkby Malzeard

On Monday 21 May 2018

The Meeting Commenced at 7.15pm

Present: Councillors Howard Mountain, Geoff Lobley, Ruth Broadley and Jane Aksut, with Jen Hurford (Clerk), and 10 members of the public.

1. Welcome and Apologies.

The Chairman welcomed everyone to the meeting and noted apologies from County Cllr Margaret Atkinson and District Cllr Nigel Simms.

2. Election of Chair and Vice-Chair.

The Clerk requested proposals for the position of Chairman. Cllr Broadley proposed that Cllr Mountain be elected as Chair which was seconded by Cllr Aksut. There were no other nominations and so it was resolved by the Council that Cllr Mountain be appointed and he signed the Acceptance of Office as Chairman form. Cllr Lobley was then proposed as Vice-Chairman by the Chairman and this was seconded by Cllr Broadley. There were no other nominations. It was resolved to elect Cllr Lobley as Vice-Chairman.

3. Completion of 'Acceptance of Office' forms and 'Election Expenses' forms by elected Councillors, for submission to Clerk.

Forms were circulated to Councillors for completion and returned to the Clerk. **Action: Clerk to collate and retain on file or return by post by deadlines set by HBC where applicable.**

4. Co-option of additional Councillors for Kirkby Malzeard Parish.

As there were three vacancies following the uncontested election, advertising had been carried out and three local residents put themselves forward for co-option. The Chairman asked the public present at the meeting if anyone else wished to be considered but no-one did. Major Geoffrey Berry, Mr Alan Brownlee and Mr Peter Saxon confirmed their wish to be co-opted and after due process the Council resolved to co-opt them as Councillors. Acceptance of Office Forms were circulated for completion and returned to the Clerk. **Action: Clerk to collate and hold documents on file, and to forward details of the Co-opted Councillors to HBC.**

5. Register of Interest forms to be distributed to all Councillors for completion – to be returned to Clerk as soon as practical.

Forms were circulated for completion and return to HBC. **Action: Clerk to collate and return by post by deadlines set by HBC.**

6. Approve the Minutes of the previous Annual Meeting held on May 22, 2017.

The minutes of the Annual Meeting on May 22, 2017 were confirmed as an accurate account of the meeting. Proposed by Cllr Lobley, seconded by Cllr Broadley and signed by the Chairman.

7. Approve any representation by Councillors on other public bodies.

It was agreed that there would no representation by individual Councillors on any public bodies other than on the Kirkby Malzeard Charity Trust which was a long-standing representation. It was approved that Cllr Lobley would remain the representative for Laverton Parish Council but Mr Trevor Bowen (a former Councillor) should be contacted as no reports had been received from him in recent years, and his position as Kirkby Malzeard Parish Council representative should be reconsidered at a future meeting in the light of his response. Cllr Lobley expressed concern about a number of aspects in respect of the routine workings of the Trust including not being informed about meetings and moneys to be distributed (which he still held unopened) being passed to him late. The situation was discussed and it was agreed that an explanation be requested from the Secretary of the Trust together with an assurance that any problems would be resolved. **Action: Council to write to Secretary of KMCT and to Mr T. Bowen.**

8. Consider the formation of any Parish Council committees.

It was confirmed that no committees had been formed and none were to be considered at this time.

9. Governance matters- Review, amend (if necessary) and approve the following documents:

a) Code of Conduct – one amendment to the existing document was circulated. Adoption of amended document proposed by the Chairman and seconded by Cllr Broadley – approved by the Council.

b) Standing Orders – a new document based on the 2018 model Document from NALC was circulated. Adoption proposed by the Chairman and seconded by Cllr Lobley – approved by the Council.

c) Financial Regulations – amendments to the existing document were circulated. Adoption of the amended document proposed by the Chairman and seconded by Cllr Saxon – approved by the Council.

d) Risk Assessments – amendments to the existing document were circulated. Adoption of amended document proposed by the Chairman and seconded by Cllr Brownlee – approved by the Council.

e) Publication Scheme – one amendment to the existing document was circulated. Adoption of amended document proposed by the Chairman and seconded by Cllr Berry – approved by the Council.

f) Consider and approve procedure to comply with General Data Protection Regulation which comes into force on 25.05.18 – The Clerk clarified that the exemption for Parish Councils to appoint a DPO was still being processed by the House of Lords, and Cllrs therefore agreed to await further developments before making a final decision. The Clerk circulated draft policies and documents for future approval. The Data Protection Audit she had undertaken highlighted the requirement for a lockable cabinet for documents held by the Clerk. The Clerk confirmed a number of points would need to be considered by the Council, such as the use of Council based email addresses for Cllrs as opposed to private email addresses. **Action: Clerk to produce documents for approval at the next meeting along with advisory points to consider. Clerk and Cllr Berry to try to source two-drawer, lockable filing cabinet. Process of creating Council based email addresses to be investigated.**

10. Finance matters.

a) Consider the Annual Internal Audit Report provided by Yorkshire Internal Audit Services – the document was circulated amongst Cllrs and its contents noted. Under new rules the Council could certify itself exempt from an external audit and this action was approved by the Council. **Action: Council to complete exemption certificate and forward to the external auditors as part of the Annual Governance and Accountability Return.**

b) Approve Accounting Statements 2017/18 – document circulated. Approval proposed by Chair and seconded by Cllr Aksut – approved by Council.

c) Approve Internal Control procedure (Cycle of Business document) – The document was circulated and contents approved by Councillors as an additional means of ensuring adequate internal control exists over financial procedures during the year.

d) Approve cheque signatory arrangements – the Clerk clarified amendment required, as per HSBC's recent instructions, to the previously signed mandate in order to allow any two of the four elected Cllrs to sign cheques. The current use of an additional savings account was discussed and despite minimal interest rates, Cllrs agreed to leave monies in situ for the present time.

e) Approve Schedule of Assets for Insurance Purposes – the increase of insurance cover for Structures currently standing at £30,000 each to; £75,000 for Greycarth Monument, £50,000 for the Market Cross and £50,000 for the Pinfold was discussed (with resultant increase in proposed premium from £477.14 to £544.45) and approved, as were other aspects of the Schedule.

f) Approve Insurance arrangements – renewal of policy due 01.06.18 – the new 3-year term policy available through BHIB Insurance Brokers, under-written by Aviva, was discussed and the renewal was approved with a premium of £544.45. With regards to monthly asset checks, it was agreed for Cllr Lobley to carry these out for Greycarth Monument, the Chairman for Laverton

Quarry and Lamberts Quarry, and Cllr Aksut for the Market Cross and Pinfold. **Action: Clerk to confirm renewal to insurers and issue cheque.**

11. Employment matters - Review, amend (if necessary) and approve the following documents:

- a) Equal Opportunities Policy – the document was circulated. Re-adoption without amendment proposed by Chairman and seconded by Cllr Broadley – approved by Council.
- b) Health and Safety Policy - the document was circulated. Re-adoption without amendment proposed by Chairman and seconded by Cllr Lobley – approved by Council.
- c) Sickness Policy - the document was circulated. Re-adoption without amendment proposed by Chairman and seconded by Cllr Saxon – approved by Council
- d) Consider staff appraisal. The Clerk's staff appraisal was circulated and the issues and concerns raised by the Clerk were responded to by Chairman. It was acknowledged that the hours for which the Clerk was employed were inadequate to fully cover all work but the budget limitations prevented any further increase in those, so the Chair and Cllrs would continue to assist as necessary. Further to issue of unarranged visits by the public to the Clerk's home, it was agreed for a notice be displayed requesting appointments by prior arrangement. With regard to concerns over friction at meetings from members of the public, it was agreed that this was regrettable but always likely to arise occasionally and was not aimed at her but at the Council in general. The Chairman confirmed that the clerk was not seen as responsible for delays caused by outside bodies such as Banks/HMRC, and there were very satisfied with her work to date. It was agreed that in line with NALC's guidelines the Council would increase the Clerk's salary from £326.81 per month to £341.00 from April 2018. The Chairman clarified that the Contract of Employment referred to this consideration from a year from the start of employment (August) and it was agreed that the contract would be amended accordingly. Homeworker allowance to continue as at present. **Action: Chairman to amend employment contract and lieu monies to be calculated and settled.**

12. Approve dates and venues of:

- a) the Full meetings of the Parish Council until end 2019 – dates were circulated and provisionally agreed.
- b) the Annual Parish Meetings for 2019 – the dates of 29th April 2019 for Kirkby Malzeard Parish at the MI, and 25th March for Laverton & Dallowgill Parish at Greygarth Chapel were agreed.
- c) the 2019 Annual Parish Council meeting – the date of 20th May 2019 was agreed.

Action: all dates to be published on the website.

13. Any Other Business.

There were no points raised.

The meeting closed at 8.15pm.

Dated 29 May 2018.

PARISH CLERK

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Agenda also available on the Parish Council website: www.kmldpc.btck.co.uk

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