

# Kirkby Malzeard, Laverton and Dallowgill Parish Council

## Minutes of the Annual Parish Council Meeting Held in the Annex Room of the Mechanics Institute on Monday 22 May 2017

The meeting commenced at 7.15pm

**Present:** Parish Councillors Howard Mountain (Chairman), Mike Hurford (Vice-Chairman), Gerry Mass, Gwyneth Jackson, John Peacock, Geoff Loble, Ruth Broadley and Linda Johns (Clerk) and 5 members of the public.

### 1. Welcome and Apologies for absence

The Chairman welcomed everyone to the meeting and gave the apologies from District/County Cllr Margaret Atkinson.

### 2. Declarations of Disclosable Pecuniary Interest, Other Interest or close association by Councillors for any item on the agenda.

There were none

### 3. Election of Chairman and Vice Chairman

- a. The clerk asked for any nominations for the role of Chair. Cllr. Mass nominated Howard Mountain and it was seconded by Cllr. Jackson. There were no further nominations. Cllr Mountain accepted the nomination. The proposal was put to the vote and the vote was unanimous. Cllr Mountain was duly elected and signed the acceptance of role form.
- b. Cllr. Loble proposed Cllr Hurford as Vice-Chair and was seconded by Cllr Broadley. There were no further nominations and the vote was unanimous and Cllr Hurford was elected as Vice Chairman.

### 4. Minutes of the Previous Meeting

The minutes of the meeting held on June 27 2016 were confirmed as an accurate account of the meeting - proposed by Cllr Hurford, seconded by Cllr Loble and signed by the Chairman.

### 5. Chairman's Report

The Chairman outlined the work of the last year. The council had now appointed a new Clerk and the hand over was in transition. A new Internal Auditor had also been appointed, Yorkshire Internal Audit Services, who were experienced auditors and would be keeping a check on both procedural and financial processes. HM went on to explain that some policies relating to employment still needed to be written but the Council was complying with the Transparency Code. The finances of the Council were healthy. Looking forward to future activities, it was hoped to progress with taking over the responsibility of the Children's Play Area, to investigate the availability of external grant funding for the Parish and to set up a formal framework for planning applications to give a consistency in our responses. There was a possibility to set up a neighbourhood plan but this was time consuming, costly and needed input from the whole community.

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Date:

## 6. Councillors Responsibilities and selection for YCLA Branch Representatives.

The Council agreed to remove any formal responsibilities with parish groups for individual Councillors as within a community of this size it was not necessary. Cllr Mass and Cllr Mountain both agreed to be the YCLA representatives.

## 7. Governance

### a) The Annual Governance Statement – Section 1 of Annual Return

The council approved the above statement. Proposed by Cllr Hurford Seconded by Cllr Mass unanimous vote in favour.

### b) Code of Conduct

The council approved the following amendments to the code of conduct:

Section 7.2

To remove the wording 'Where they have not obtained a Dispensation (section 9) they must withdraw to the public seating area'

Proposed by Cllr Hurford, Seconded by Cllr Mass, Unanimous vote in favor.

### c) Standing Orders

The Council approved the following amendments to the standing orders 1

Section 1. s. iv needs to be amended for clarification – it will read;

Whether a councillor or non-councillor with voting rights left the meeting when matters that they held Disclosable Pecuniary Interests in were being considered;

Section 2. j. ii – for clarification this is to be revised to:

'minutes of the last Annual meeting of the council'

Section 2.j.xiii – to be removed

Section 16.d – to match our proposed business cycle this together with 16.e and 16.f needs revising to:

As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide the Council with

- i. An End of Year schedule of payments and receipts (being the determined form of accounts used by this Council), a bank reconciliation for the year, a copy of the cash book entries confirming these figures and a draft copy of the Annual Accounting Statement (Section 2 of the Annual Return), for consideration.
- ii. The Governance Statement for the year (Section 1 of the Annual Return), as required by proper practices, for consideration and approval.
- iii. The Asset Register, as at 31 March, for consideration and approval.

Section 16.e to be revised to:

At the Annual Meeting in May, following the Internal Audit, the Council will consider and approve the Annual Accounting Statement (Section 2 of the Annual Return). The Annual Return as a whole will then be forwarded to the External auditor for consideration and formal approval before 30 June, with the appropriate notification made concerning the period of exercise of public rights.

Section 16.f to be revised to:

Signed:

Date:

The Council shall consider written estimates for the coming financial year, to include a draft budget, and draft precept calculation at its meeting before the end of November. It will confirm the approval of the budget, followed by the precept request, at its meeting before the end of December.

Proposed by Cllr Hurford, Seconded by Cllr Mass, unanimous vote in favour.

#### **d) Financial Regulations**

The council approved the following amendments to the Financial Regulations

Section 1.14 to be revised to:

Give prior approval to any grant or payment in excess of £100, and retrospective approval to any item of expenditure less than £100 where discretionary powers were utilised under Section 17c of Standing Orders

Section 2.2 – to be revised to:

On a regular basis, at least every quarter, the RFO will provide the Council with a copy of an extract from the cash book showing payments, receipts and running balance (and year to date for quarters two and three). The RFO will provide a comparison with those figures to the annual budget together with an explanation for any significant variances as referred to in Section 4.8. The approval of the Council is to be minuted.

Section 2.3 – to be revised to:

As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide the Council with

- i. An End of Year schedule of payments and receipts (being the determined form of accounts used by this Council), a bank reconciliation for the year, a copy of the cash book entries confirming these figures and a draft copy of the Annual Accounting Statement (Section 2 of the Annual Return), for consideration.
- ii. The Governance Statement for the year (Section 1 of the Annual Return), as required by proper practices, for consideration and approval.
- iii. The Asset Register, as at 31 March, for consideration and approval.

At the Annual Meeting in May, following the Internal Audit, the Council will consider and approve the Annual Accounting Statement (Section 2 of the Annual Return). The Annual Return as a whole will then be forwarded to the External auditor for consideration and formal approval before 30 June, with the appropriate notification made concerning the period of exercise of public rights.

Section 3.1 – to be revised to:

The RFO must each year prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year, and present these in the form of a draft budget and draft precept calculation by no later than the end of November.

Signed:

Date:

Section 3.2 to be removed

Section 3.3 will become 3.2 and to be revised to: 'by the end of January' to 'by the end of December'

Section 3.4 will become 3.3

Section 9.8 to be revised to: shall be made 'every six months for example in August and February' rather than 'at least annually coinciding with the financial year end'.

Proposed by Cllr Lobley and seconded by Cllr Peacock unanimous vote in favour.

**e) General and Financial Risk Assessment document**

The Council approved the following amendments to the general and financial risk assessment document:

Section 1e to read actions rather than 'action'

Section 7a to be amended to: Clerk uses bcc facility where necessary when sending emails

Section 2.1b to be revised to read: by the caretaker, Clerk or Councillors rather than 'both by the caretaker and Clerk'

Section 3.1d to delete (no more than twice the precept)

Section 3.3c to be revised to 'Regular review of available bank accounts

Proposed by Cllr Jackson and seconded by Cllr Broadly unanimous vote in favour

**f) Publication Scheme Document**

The Council approved the Publication Scheme Document

Proposed by Cllr Broadley and seconded by Cllr Jackson unanimous vote in favour.

**g) Register of Interests**

Cllrs Mass, Hurford, Mountain, Jackson and Broadly confirmed that the information held was up to date. Cllr Peacock and Lobley to complete a new register of interest form and return to the Clerk.

**8. Finance**

**a) Audit Report**

The Chairman gave a brief report on the Audit outlining that the Internal Auditor was satisfied that the Council was meeting requirements in respect of Governance and Accounting and a formal report would follow confirming this. Some suggestions for improving procedures were made to include reclaiming VAT every 6 months rather than yearly. There should, at the meeting of the Parish Council in December, be separate Minute items for approval of the precept and then the budget. The reserves were a little high. Next year the salary increase for the clerk should be considered at the annual meeting and a homework

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Date:

allowance should be considered at this point. The clerk should supply receipts for all expenditure and paperwork on file of salary and confirmation of tax status kept on file.

**b) Accounting statement – section 2 of the Annual return**

The Council Approved the Accounting Statement – Section 2 of the Annual Return Proposed by Cllr Hurford, Seconded by Cllr Peacock, unanimous vote in favour

**c) Cycle of Business**

The council Approved the Internal control procedures for the year (cycle of Business) Proposed by Cllr Hurford, seconded by Cllr Mass and unanimous vote in favour

**d) Bank Signatories**

There are currently three signatories for the bank account. The council agreed that an additional signatory could be useful. Cllr Mass agreed to be an additional signatory.

**9. Insurance Renewal**

The chairman advised that three quotes had been received from the insurances companies they were

AON at £453.00 (not incl. damage to structures)

Came and Co £603.00 (incl. damage to structures)

Zurich £728.00 (incl. damage to structures)

All the above quotes cover insurance of the play equipment but not the computer or chain of office held at the home of the clerk. The council asked the chairman to get a revised quotes form AON to cover damage to the structures owned and the clerk to check her insurance covers the laptop and chain.

**10. Proposed dates for the Parish Council Meeting for the coming year including the Next Annual Parish Council Meeting and to discuss an alternative location for one or more meeting.**

The following dates and locations were agreed for the coming year.

Monday June 26<sup>th</sup> 2017 – Mechanics Institute

Monday July 31<sup>st</sup> 2017 – Greygarth Chapel Dallowgill

Monday August 21<sup>st</sup> – Mechanics Institute

Monday September 25<sup>th</sup> – Mechanics Institute

Monday October 30<sup>th</sup> – Mechanics Institute

Monday November 27<sup>th</sup> 2017 – Mechanics Institute

Monday December 18<sup>th</sup> 2017 – Mechanics Institute

Monday January 29<sup>th</sup> 2018 – Mechanics Institute

Monday February 26<sup>th</sup> 2018 – Mechanics Institute

Monday March 26<sup>th</sup> 2018 – Mechanics Institute

Monday April 30<sup>th</sup> 2018 – Mechanics Institute

Annual Parish Council Meeting – Monday 20<sup>th</sup> May 2018 – Mechanics Institute

The council also agreed that for the Annual Parish meeting in 2018 a Saturday morning meeting in the Mechanics with display stands from the organisations active in the parish, outlining their activities over the year, may be more productive.

Signed:

Date:

**11.AOB**

There being no other business the meeting closed at 8.13pm

Linda Johns  
Parish Clerk

Dated 05.06.2017

Signed:

Date: