

**GRANTLEY, SAWLEY, SKELDING AND EAVESTONE PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**

DATE: Thursday 19th May 2016
 TIME: 19.42 hrs
 LOCATION: Sawley Village Hall
 PRESENT: Councillors Martin Kirbitson (Chairman), Mike Lumb (Vice-Chairman), Simon Learoyd, Trevor Kitchen, John Scannell and James Wigginton.
 IN ATTENDANCE: Iona Taylor (Outgoing Clerk) & Sybil Whiting (Incoming Clerk)
 District and County Councillor Margaret Atkinson.
 3 members of the public.

Prior to the start of the meeting Declarations of Acceptance of Office were received from all members elected to the Council in the May 2016 elections.

APCM 16-1	<p>Election of Chairman. It was resolved that Councillor Kirbitson be re-elected as Chairman of the Parish Council for the forthcoming year. Councillor Kirbitson's Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct was duly received.</p>
16-2	<p>Election of Vice-Chairman. It was resolved that Councillor Lumb be re-elected as Vice-Chairman of the Parish Council for the forthcoming year. Councillor Lumb's Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct was duly received.</p>
16-3	<p>Welcome from the Chairman of the Parish Council. Councillor Kirbitson welcomed all those present to the meeting.</p>
16-4	<p>Code of Conduct</p> <p>a) Disclosures of an interests and requests for dispensations – none.</p> <p>b) Registration of Interests. Members were provided with a form on which to register their pecuniary and other interests. The forms should be returned to the Clerk as soon as possible. They will then be forwarded to Harrogate Borough Council.</p> <p>c) Council's Code of Conduct. It was resolved that an updated Code of Conduct, based on the one used by Harrogate Borough Council, be adopted by the Council.</p>
16-5	<p>Apologies - none.</p>
16-6	<p>Vacancies on the Council</p> <p>a) Welcome to new councillor Simon Learoyd. Councillor Learoyd, representing the Eavestone ward of the parish, was welcomed to the Council.</p> <p>b) Vote of thanks to retiring councillor June Learoyd. It was resolved that a vote of thanks be recorded to retiring Councillor Mrs June Learoyd who had served the Eavestone ward over a period of many years until the recent election.</p> <p>c) Vacancies on the Parish Council. It was resolved that James Wigginton be co-opted on to the Parish Council to serve the Sawley ward. It was agreed that Councillor Wigginton's Declaration of Acceptance of Office and Agreement to abide by the Council's Code of Conduct be received at, or prior to, the next meeting of the Council.</p>

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	It was further agreed that the remaining vacancy on the Council (in the Skelding ward) be advertised directly with those residents.								
16-7	<p>Appointment of a Clerk and Responsible Financial Officer.</p> <p>It was resolved that Mrs Sybil Whiting be appointed as the Council's Clerk and Responsible Financial Officer for a 6 month probationary period from 1st June 2016, subject to the satisfactory completion of an application form and the taking up of references.</p> <p>Mrs Whiting's performance will be appraised twice during the probationary period.</p> <p>Mrs Whiting will be remunerated in accordance with the advertised rate of £9.21 per hour, for exact hours worked based upon the submission and acceptance of a monthly timesheet.</p> <p>The terms of employment for this probationary period will be set out in a letter of appointment.</p>								
16-8	<p>Parish Caretaker</p> <p>It was resolved that DTMS Ltd be reappointed as the Council's caretaker for 2016/17, based upon 8 hours per month at £15.75 per hour as per approved budget.</p>								
Financials									
16-9	<p>2015/16 Financial Year</p> <p>a) 2015/16 accounts.</p> <p>It was resolved that the previously circulated accounts, including the list of monies received, payments made and bank reconciliation, be approved.</p> <p>Councillor Kirbitson signed the bank reconciliation to 31st March 2016 as a true record.</p> <p>b) 'Monitoring against budget' and 'balance analysis' reports.</p> <p>Members considered the year end monitoring against budget report which showed that the Council finished the year significantly under-budget. However, playground costs to be incurred early in 2016/17 will use up much of this under-spend.</p> <p>At the end of the 2016/17 financial year the Council had unallocated reserves of £10,744.13 and is in a very healthy financial position.</p> <p>c) Playground repair funds.</p> <p>It was resolved that the 2015/16 under-spend on the play area (£871.56) be allocated with the sums already ring-fenced for future costs.</p> <p>d) 2015/16 Internal Auditor.</p> <p>It was resolved that Mrs Susan Welch be reappointed as the Council's Internal Auditor for 2015/16 at a cost of £50.</p> <p>e) 2015/16 Annual Governance Statement.</p> <p>After due consideration it was resolved that the Annual Governance Statement on the 2015/16 Annual Return be completed, approved and signed as a true record by the Chairman of the meeting.</p> <p>f) 2015/16 Accounting Statements</p> <p>It was resolved that the Accounting Statements on the 2015/16 Annual Return be completed, approved and signed as a true record by the Chairman of the meeting.</p>								
16-10	<p>Parish Room Proceeds</p> <p>The meeting received and considered a list of payments and receipts made during the 2015/16 financial year and the balance of proceeds, which was as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 40px;">Balance of Investments</td> <td style="text-align: right;">£123,742.09</td> </tr> <tr> <td style="padding-left: 40px;">Available for Capital Projects</td> <td style="text-align: right;">£13,094.38</td> </tr> <tr> <td style="padding-left: 40px;">Sawley Small Grants Scheme</td> <td style="text-align: right;">£1,834.61</td> </tr> <tr> <td style="padding-left: 40px;">Float</td> <td style="text-align: right;">£1,013.88</td> </tr> </table>	Balance of Investments	£123,742.09	Available for Capital Projects	£13,094.38	Sawley Small Grants Scheme	£1,834.61	Float	£1,013.88
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16-11	<p>Audit Plan and Internal Controls report for 2016/17. It was resolved that an updated Audit Plan and Internal Controls report for 2016/17 be adopted. It was noted that it will be important to ensure that the new Clerk works to the protocols as set out in this document.</p>
16-12	<p>Payroll. It was resolved that the Council should look to outsource its payroll requirements with effect from the end of Mrs Iona Taylor's employment with the Council. The Council will need to ensure that its obligations under Real Time Reporting and PAYE and RTI requirements are met. The new Clerk will report to Council on the available options at its next meeting.</p>
16-13	<p>Schedule of Payments It was resolved that, subject to the controls in the Council's Financial Regulations, the following schedule of payments be approved for payment via internet banking between ordinary meetings of the Council:</p> <ul style="list-style-type: none"> a) Monthly salary and expenses payments to Clerk. b) Payments for parish caretaker services to DTMS Ltd c) Payments for grasscutting services to Farm & Land Services Ltd, in accordance with the agreed contract. d) Monthly PAYE and NIC payments to HM Revenue and Customs.
16-14	<p>Annual Memberships and Donations It was resolved that the following payments be approved:</p> <ul style="list-style-type: none"> a) Renewal of membership of the Yorkshire Local Councils Associations at a cost of £192. b) Donation to Crave & Harrogate Citizens' Advice Bureau of £100. c) Membership of the Friends of the Nidderdale AONB - £34. d) Annual Donation to Sawley in Bloom of £320 (from the Sawley Parish Room Proceeds).
16-15	<p>Insurance Having reviewed the relevant policy details, it was resolved that the Council should renew its insurance policy for 2016/17 with Hiscox (through Came & Company Local Council Insurance) at a cost of £291.41. It was noted that this will be the second of a three year agreement with Came & Company.</p>
<p>Council's Documents <i>Copies available on the Council's website at www.gssepc.btck.co.uk</i></p>	
16-16	<p>Standing Orders It was resolved that the Council should approve, without amendment, its Standing Orders as first adopted on 15th May 2007. It was noted that these Orders require updating.</p>
16-17	<p>Financial Regulations It was resolved that the Council should approve, without amendment, the Financial Regulations first adopted on 26th May 2015.</p>
16-18	<p>Asset Register It was resolved that the Council should approved, without amendment, the Asset Register dated 26th May 2015.</p>
16-19	<p>Risk Assessment It was resolved that the Council should approve, without amendment, the Risk Assessment and Financial Risk Assessment dated 24th March 2009. It was noted that these documents require updating.</p>

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16-20	Retention of Information Scheme It was resolved that the Council should approve, without amendment, the Scheme first adopted on 16th May 2013.
16-21	Publication Scheme It was resolved that the Council should approve, without amendment, the Publication Scheme dated 12 th May 2013.

Meeting closed at 21.06 hrs.

These minutes were recorded and prepared by Iona Taylor, Clerk to the Parish Council.

SIGNED: (Chairman)

DATE: