

STOCKTON-ON-THE-FOREST PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, STOCKTON-ON-THE-FOREST ON
WEDNESDAY 30 MAY 2018 AT 7.30PM**

Councillors Present: David Crossley (DC) Russell Dowson (RDM)
Rosie Dunn (RDF) Chris Small (CS)
Ken Sawyers (KS)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

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

RDM, Proposed: KS, Seconded: RDF, Unanimously Agreed

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

Signed by RDM and FH and placed on file

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

CS, Proposed: DC, Seconded: KS, Unanimously Agreed

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

Parish Councillor John Coldwell (JC)
CYC Ward Councillor Paul Doughty

APCM18/5 - To elect representatives of outside bodies:

Footpaths – JC
Foss (2008) Internal Drainage Board – DC
Stockton Hall Hospital - DC

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 Internal Audit and PKF Littlejohn LLP would conduct the External Audit. FH had completed the Annual Return, which was unanimously approved and signed by RDM and FH.

APCM18/8 - Insurance Arrangements for 2018-2019

Came & Company had quoted £492.11 for 2018-2019, which was cheaper than the 2017-2018 premium of £688.92. It was unanimously agreed to accept the quote from Came & Company.

Approved Chairman

Date.....

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

8.1 – 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.

8.2 – Training/Professional Development

The Statement of Intent was adopted May 2014, which is still fit for purpose. YLCA advises that the training needs of members and employees should be considered as least annually.

8.3 – Asset Register

FH would check this to ensure it is up to date

8.4 – Complaints

The policy was adopted May 2011, which is still fit for purpose.

8.5 – Grant Awarding

The policy was adopted May 2011, which is still fit for purpose.

8.6 – Freedom of Information

The scheme is on file.

8.7 – General Power of Competence

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

8.8 – Standing Order

The policy was adopted August 2017, but NALC have launched a 2018 draft

8.9 – Financial Regulations

The policy was adopted July 2017.

8.10 – Risk Management

There are risk assessments on file.

8.11 – Local Council Award Scheme

This could be used as a guide to good practice.

8.12 – Communication

FH reported that the website needed updating and the Parish Council submits articles to the newsletter

8.13 – Banking

The current mandate shows any two to sign cheques from the signatories who are currently six of the seven Cllrs (not AP).

Approved Chairman

Date.....