

**STOCKTON-ON-THE-FOREST PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD IN THE VILLAGE HALL, STOCKTON-ON-THE-FOREST ON  
WEDNESDAY 31 MAY 2017 AT 7.30PM**

**Councillors Present:** John Coldwell (JC) David Crossley (DC)  
Russell Dowson (RDM) Rosie Dunn (RDF)  
Allan Piper (AP) Chris Small (CS)  
Ken Sawyers (KS)

**In Attendance:** Fiona Hill (FH) - Parish Clerk  
CYC Ward Cllr Paul Doughty

**Public Present:** 0

**APCM16/1 - To elect Chairman for 2017-2018:**

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

**APCM16/2 - To receive the Chairman's declaration of acceptance of office:**

Signed by RDM and FH and placed on file

**APCM16/3 - To elect Vice-Chairman for 2017-2018:**

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

**APCM16/4 - To receive apologies for absence and reasons given:**

None

**APCM16/5 - To elect representatives of outside bodies:**

Footpaths – RDF

Foss (2008) Internal Drainage Board - DC

**APCM16/6- To approve accounts for year ended 31 March 2017**

These were unanimously approved and each Cllr received a copy

**APCM16/7 - To confirm arrangements for Internal and External Audits**

Yorkshire Internal Audit Services had conducted the Internal Audit on and FH was awaiting the written report.. PKF Littlejohn LLP as appointed by the Audit Commission would conduct the External Audit. FH had completed the Annual Return, which was unanimously approved and signed by RDM and FH.

**APCM16/8 - Insurance Arrangements for 2017-2018**

FH recommended remaining with Zurich Insurance for one more year, then benchmarking quotes could be obtained next year.

Approved ..... Chairman

Date.....

**APCM16/9 -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 reported that a copy was on file.

8.4 – Complaints

The policy was adopted October 2010, 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 was updated this year and a copy 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

YLCA advises that the document should be tailored to suit the Parish Council.

8.9 – Financial Regulations

YLCA advises that the document should be tailored to suit the Parish Council.

8.10 – Risk Management

YLCA were sending further advise on this.

8.11 – Local Council Award Scheme

The Foundation Award would 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.....