

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

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD IN THE VILLAGE HALL, STOCKTON-ON-THE-FOREST ON  
WEDNESDAY 25 MAY 2016 AT 7.30PM**

**Councillors Present:** John Coldwell (JC)                      Russell Dowson (RDM)  
Rosie Dunn (RDF)    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 2016-2017:**

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

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

Signed by KS and FH and placed on file

**APCM16/3 - To elect Vice-Chairman for 2016-2017:**

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

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

Parish Councillors David Crossley and Allan Piper  
CYC Ward Cllr Helen Douglas

**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 2016**

These were unanimously approved and each Cllr received a copy

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

Y.L.C.A. had conducted the Internal Audit on Wednesday 04 May 2016. 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 KS and FH.

**APCM16/8 - Insurance Arrangements for 2016-2017**

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. FH undertook some training during this year.

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

FH reported that the YLCA had advised some updated wording regarding contracts, which she would circulate around Cllrs and this would be on the agenda of the next meeting.

8.9 – Financial Regulations

FH reported that the YLCA had advised there was an updated template document, which she would circulate around Cllrs and this would be on the agenda of the next meeting.

8.10 – Risk Management

FH reported that, following advice from YLCA these were in need of updating and she had obtained some templates, which she would draft and circulate. This would be on the agenda of the next meeting.

8.11 – Local Council Award Scheme

FH recommended this was used as a guide to good practice. Registration is £50.00, Accreditation is £50.00-200.00 and this only lasts four years.

8.12 – Communication

FH reported that the website was just about up to date 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.....