

Hirst Courtney & West Bank Parish Council

Minutes of the Annual Meeting of the Council
held at Carlton Village Hall.
Tuesday 18th May 2021 at 7.00pm

Present:

Councillors: Cllr R. Wagstaff (chairman), Cllr I. Forbes (vice-chairman), Cllr J. Barratt, Cllr G. Burbidge, Cllr A. McGuigan.

In Attendance: Mrs S. Rockliff, **Proper Officer/ Clerk**

Members of the Public: four

The Chairman of the Council opened the meeting at 7.00pm.

1. Election of Chairman.

It was proposed that Cllr Wagstaff be the Chairman of the Council for the year 2021-2022. A vote was held.

Resolved, that:

Cllr Wagstaff be the Chairman of the Council for the year 2021-2022.

2. Declaration of Acceptance of Office.

Cllr Wagstaff signed the Declaration of Acceptance of Office in the presence of the Clerk.

3. Apologies for Absence

Apologies for absence were received from Cllr Stephenson.

Resolved, that:

- i) Cllr Stephenson's absence be accepted; and**
- ii) the reason for the absence be approved.**

4. Election of Vice-Chairman.

It was proposed that Cllr Forbes be the Vice- Chairman of the Council for the year 2021-2022. A vote was held.

Resolved, that:

Cllr Forbes be the Vice-Chairman of the Council for the year 2021-2022.

Minutes Approved at the Meeting of the Council held on the 28th June 2021. Minute Ref: 23.

Signed:

5. Co-option of a Councillor.

5.1 The two candidates for co-option, Mr D. Howsam and Mrs L. Howsam, each introduced themselves to the Council and explained why they wished to be considered for co-option.

5.2 It was proposed to exclude members of the public and press, in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960, from the meeting because the candidates for co-option were to be considered.

Resolved, that:

members of the public and press be excluded from the meeting.

Members of the public left the meeting.

5.3 Councillors considered the merits of each of the applicants.

Members of the public were invited back into the meeting.

5.4 It was proposed that a vote be held by show of hands to elect a person to the Council.

Resolved, that:

- i) Mrs Lisa Howsam be elected to the Council**
- ii) Cllr Howsam signed the Declaration of Acceptance of Office**
- iii) Cllr Howsam to complete 'Off to a Flying Start' training from the YLCA.**

6. Policies and Procedures.

6.1 Councillors reviewed the Council's Code of Conduct.

6.2 Councillors reviewed the Council's Standing Orders.

6.3 Councillors reviewed the Council's Financial Regulations.

Resolved, that:

The Code of Conduct, Standing Orders and Financial Regulations be adopted by the Council.

7. Appointment of Committees.

7.1 Councillors considered membership of the Finance Committee.

7.2 Councillors considered membership of the Recruitment Committee.

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Resolved, that:

- i) Cllrs Wagstaff, Stephenson, Forbes and Barratt be the members of the Finance Committee; and**
- ii) Cllrs Wagstaff, McGuigan and Stephenson be the members of the Recruitment Committee.**

8. Appointment of Representatives for YLCA Branch Meetings with Voting Rights.

Councillors considered representation.

Resolved, that:

Cllrs Howsam and Barratt should be the representatives for YLCA Branch Meetings with Voting Rights.

9. Minutes of the Full Council Meeting held on the 26th April 2021.

Councillors considered the Minutes of the Council Meeting held on the 26th April 2021.

Resolved, that:

The Minutes of the Meeting held on the 26th April 2021 be approved.

10. Questions from the Public.

There were no questions from the public.

11. Clerk's Report.

Councillors considered the Clerk's Report and recommendations to Council:

Recommendations to Council:

- a) Council meet with Sign Factors to look at proposed locations for the village signs.**
- b) Council consider whether to approve the additional cost of the village noticeboards.**

Resolved, that:

- i) The Clerk's report be received;**
- ii) A meeting would be arranged with Sign Factors to look at proposed locations for the village signs; and**

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- iii) **The Council would not have the letters on the noticeboards painted due to the additional cost involved.**

12. Correspondence Received.

Councillors received the List of Correspondence (previously circulated by email) and Recommendations to Council. Councillors noted that there had been a positive response from many parish councils following the request for advice on the Community Emergency Response Plan via the YLCA. Cllr Forbes reported that there was a person at NYCC responsible for Community Emergency Response Planning and that a meeting was to be held with NYCC on the 19th May.

Resolved, that:

- i) **the correspondence be received; and**
- ii) **Cllr Forbes to report back to Cllr Burbidge and the Council about the meeting with NYCC.**

13. Internal Auditor's Report.

Councillors considered the Internal Auditor's Written Report (previously circulated by email).

Resolved, that:

The Internal Auditor's Report be received.

14. Internal Audit Report for 2020/21.

Councillors considered the Internal Audit Report of the Annual Governance and Accountability Return (AGAR) for 2020/21.

Resolved, that:

the Internal Audit Report of the Annual Governance and Accountability Return (AGAR) for 2020/21 be received.

15. Annual Governance Statement for 2020/21.

Councillors considered the statements for the Annual Governance Statement.

Resolved, that:

- i) **The Council had fulfilled each of the eight applicable statements for the Annual Governance Statement; and**
- ii) **The Annual Governance Statement be approved.**

16. Accounting Statements.

- 16.1 Councillors considered Section 2- Accounting Statements 2020-21 of the AGAR (previously circulated by email).

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- 16.2 Councillors considered the Bank Reconciliation (previously circulated by email).
- 16.3 Councillors considered the Explanation of Variances and Reserves (previously circulated by email).

Resolved, that:

- i) **Section 2- Accounting Statements 2020-21 of the AGAR be approved;**
- ii) **the Bank Reconciliation be approved; and**
- iii) **the Explanation of Variances and Reserves be approved.**

17. Accounts and Audit Regulations.

Councillors considered the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

Resolved, that:

- i) **the documents required would be published.**
- ii) **the dates for the Notice of Public Rights and Publication of Annual Governance and Accountability Return would be Monday 14th June to Friday 23rd July 2021.**

18. Finance Matters.

- 18.1 Councillors received the Bank Statement for April 2021 (previously circulated by email).
- 18.2 Councillors noted the income received since the last meeting, including the first instalment of the Precept from Selby District Council.
- 18.3 Councillors considered the list of payments outstanding and those made by the clerk under delegated authority.

Hirst Courtney Parish Council Income Received and Payments to be Approved												
Bank Statement No 449, Closing Balance 10/05/2021	Income Received & Credited on Bank Statement to be Noted				Payments Made & Debited on Bank Statement to be approved				Invoices to be Approved			
	Date	PC Receipt No:	Details	Amount	Date	Payment Method	Details	Amount	Date	PC Inv No:	Details	Amount
£18,102.00	30/04/2021		SDC Precept first instalment	£4,560.86	06/04/2021	card	zoom, May invoice 6	£14.39	21/04/2021	7	A.Stephenson, web hosting	£12.00
									01/05/2021	9	E-on May	£181.15
									03/05/2021	10	AGM 2 of 7	£140.37
			Total Income Received:	£4,560.86			Total Payments,	£14.39			Total Invoices to be Approved including clerk's salary May, (invoice 8)	£511.01
											Reconciled Bank Balance to Carry Forward:	£17,605.38

Resolved, that:

- i) **the bank statement be noted;**
- ii) **the income received, including the precept, be noted**

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- iii) **the list of payments outstanding and those made by the clerk under delegated authority be approved.**

19. Parish Matters

- 19.1 A councillor reported that the gate post for the Millennium Garden had rotted. Could the tenant replace and invoice the Council?
- 19.2 A councillor suggested that a village litter pick be organised.

Resolved, that:

- i) **the tenant of the Millennium Garden could replace the gate post and invoice the Council.**
- ii) **the clerk would contact SDC to arrange a litter pick.**

20. Date, Time and Venue for the Next Meeting.

Councillors considered the date, time and venue for the next meeting. Councillors agreed that the canteen at West Bank was a suitable venue and meetings could be held there.

Resolved, that:

- i) **Cllr Burbidge to find out if W.S. Bentley's canteen could be used on the 28th June; but**
- ii) **If the canteen could not be used, the meeting would be held at Carlton Village Hall.**