

TOCKWITH WITH WILSTROP PARISH COUNCIL

Minutes of Annual meeting of the Parish Council held on Wednesday 21st May 2014 in Tockwith Church

Present: Councillors, Mr N Waller (Chair) Mrs S Corbett (Vice Chair), Mrs J Wardman, Mrs A Wilson, Mrs S Pearce, Mr K Pope, Mrs L Gill

In Attendance: Mrs H Algar (Clerk to the Council), Cllr J Savage and 3 members of the public.

Apologies: Cllr I Hatfield, PC Sue Brookes

14/76 To Elect a Chairman to Tockwith with Wilstrop Parish Council

Cllr Gill proposed and Cllr Pearce seconded the proposal for Cllr N Waller to remain as chairman of the Parish Council. All agreed.

RESOLVED Cllr Norman Waller be elected as Chairman of Tockwith with Wilstrop Parish Council.

14/77 To receive the Declaration of Office for the Chairman

Cllr N Waller signed his declaration of Office in front of full council and in the presence of the proper officer.

14/78. Apologies for absence

Cllr I Hatfield had sent apologies Council

RESOLVED that all apologies were accepted for the meeting.

14/79 To Elect a Vice Chairman to Tockwith with Wilstrop Parish Council

Cllr Pearce proposed and Cllr Waller seconded that Cllr S Corbett remain as Vice Chair of Tockwith with Wilstrop Parish Council. All Agreed.

RESOLVED that Cllr S Corbett be elected as Vice Chairman of Tockwith with Wilstrop Parish Council.

Cllr S Corbett then signed a declaration of office in front of full council and in the presence of the proper officer.

14/80 To elect representatives to serve on the following committees.

Village Hall Management committee.

Cllr Waller proposed and Cllr Corbett seconded that Cllr Pope should remain as representative of the Parish Council on the Village Hall Management Committee. All Agreed.

RESOLVED that Cllr K Pope be Tockwith with Wilstrop Parish Council's representative on the Village Hall Management Committee.

Sportsfield Trust

Cllr Waller proposed and Cllr Wilson seconded that Cllr Corbett should remain as representative of the Parish Council on the Sportsfield Trust Committee. All Agreed.

RESOLVED that Cllr S Corbett be Tockwith with Wilstrop Parish Council's representative on the Sportsfield Trust committee.

YLCA Harrogate Branch Committee

Cllr Waller proposed and Cllr Gill seconded that Cllr Wardman should remain as representative of the Parish Council on the YLCA Harrogate Branch Committee. All Agreed.

RESOLVED that Cllr J Wardman be Tockwith with Wilstrop Parish Council's representative on the YLCA Harrogate Branch Committee.

SNG Knaresborough (Safer Neighbourhood Group)

Cllr Waller proposed and Cllr Pope seconded that Cllr L Gill should remain as representative of the Parish Council on SNG Knaresborough. All Agreed.

RESOLVED that Cllr L Gill be Tockwith with Wilstrop Parish Council's representative on the SNG Knaresborough.

Ainsty Conservation Society (Sand Hole Woods)

Cllr Waller proposed and Cllr Wilson seconded that Cllr J Wardman remain as representative of the Parish Council in respect of Sand Hole Woods with Ainsty Conservation society. All Agreed

RESOLVED that Cllr J Wardman be Tockwith with Wilstrop Parish Council's representative regarding Sand Hole woods with the Ainsty Conservation society.

14/81 Appointment of Responsible Financial Officer

Proposed Cllr Pope and seconded Cllr Wilson, all in favour.

RESOLVED that Helen Algar, the proper officer of the Council be appointed as Responsible Financial Officer for Tockwith with Wilstrop Parish Council.

14/82. Appointment of Internal Auditor

Proposed Cllr Waller and Seconded Cllr Wilson, all in favour.

RESOLVED that Mr I Scott remain as internal auditor for the next audit cycle. The clerk is to write a letter of appointment to Mr Scott to confirm the appointment.

14/83 Appointment of Sub-committees.

Planning with terms of reference

Cllrs discussed whether a planning committee would be beneficial and decided that as they are currently 2 Cllrs short it would be more meetings than they could currently cope with. It is a case of chasing Harrogate Borough Council to ensure that they are giving us enough time to consider applications properly. All Cllrs decided that they would like to view the applications online.

RESOLVED that the Clerk send out instructions to Cllrs of how to access the online planning application through the Harrogate Borough Council website.

Proposed Cllr Gill and seconded Cllr Wardman, all in agreement

RESOLVED that no planning committee be set up at this time.

Audit Sub Committee

Proposed Cllr Waller and seconded by Cllr Corbett and agreed by all

RESOLVED that Cllr Pope, Gill, Wilson and Hatfield be appointed as the Audit Sub Committee.

14/84 Report from the Chairman

Cllr Waller provided Council with a report, a copy of this report is in Appendix 1.0.

14/85 Reports from Representatives on Outside Bodies

Village Hall Management Committee

Cllr Pope provided Council with a report, a copy of this report is in Appendix 2.0

Sportsfield Trust Committee

Cllr Corbett provided Council with a report, a copy of this report is in Appendix 3.0

WARDEN

Cllr Wilson provided Council with a report, a copy of this report is in Appendix 4.0

YLCA Harrogate Branch Committee

Cllr Wardman provided Council with a report, a copy of this report is in Appendix 5.0

SNG Knaresborough (Safer Neighbourhood Group)

Cllr Gill provided Council with a report, a copy of this report is in Appendix 6.0

Ainsty Conservation Society

Cllr Wardman provided Council with a report, a copy of this report is in Appendix 7.0

Proposed by Cllr Gill and seconded by Cllr Wilson, agreed by all
RESOLVED that all reports from associated groups be accepted.

14/86 Report from County and District Councillor

Standing orders were suspended and the chairman invited Cllr J Savage to give his report. A copy of this report is in Appendix 8.0. Standing orders were resumed.

14/87 Report from Responsible Financial Officer

The Clerk provided Council with a report, a copy of this report is in Appendix 9.0

Proposed by Cllr Pope and seconded by Cllr Wardman, agreed by all

RESOLVED that the RFO's report be accepted by the Council.

14/88 Report from Internal Auditor

The Clerk provided Council with a report from the Internal Auditor Mr I Scott. A copy of this report is in Appendix 10.0

Proposed by Cllr Pope and seconded by Cllr Wilson and agreed by all

RESOLVED that the Internal Auditors report be accepted by the Council.

14/89 Standing Orders and Financial Regulations

Proposed by Cllr Wardman and seconded by Cllr Gill and agreed by all

RESOLVED that the Standing orders and financial regulations remain the same and be reviewed annually with a new date of approval being added.

14/90 Parish Council Policies

Proposed by Cllr Corbett and seconded by Cllr Gill for all of the policies listed below. Agreed by all (subject to typo changes).

RESOLVED all of the policies and procedures listed below be approved or adopted (in the case of Draft policies) for the coming year and then to be reviewed annually.

- **Parish Council Functions**
- **Media and Communications Policy**
- **Code of Conduct**
- **FOI Policy**
- **Volunteer Policy**
- **Retention Policy**
- **Allotment Agreement**
- **Rules for keeping of Poultry**
- **Terms of Reference Audit Sub Committee**
- **Terms of Reference Project working Groups**
- **Audit Plan**
- **Financial Risk Assessment**
- **Risk Management**

- **Environmental Policy**
- **Statement of Community engagement**
- **Community Grants process**
- **Community Grant application form**
- **Children and vulnerable adults policy**
- **Health & Safety Policy**
- **Equal Opportunities Statement**
- **Appraisal policy**
- **Staff Annual Appraisal pro-forma**
- **Employment Grievance procedure**
- **Risk assessments public open spaces**
- **Volunteer agreements**

14/91 Allotment Rents for the Year 2015/16

Cllrs discussed the potential to reduce the plot sizes in order to let more people on the waiting list have a chance to rent an allotment.

Proposed Cllr Waller and seconded by Cllr Pearce agreed by all

RESOLVED That the Clerk look into the feasibility of reducing the allotment sizes for next year for existing allotment holders and offering the smaller plots to new tenants. Also the Clerk to look into charging an admin fee. Clerk to get back to Council at a future full Council meeting.

14/92 Exempt Matters

None.