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# Tockwith with Wilstrop Parish Council North Yorkshire

[www.tockwith.gov.uk](http://www.tockwith.gov.uk)

Chairman - Cllr Arnold Warneken

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Minutes of the Extraordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held Monday 6 June 2022 at Tockwith Sports Field Hall, Tockwith Lane, York YO26 7PX.

**Present:** Councillor Arnold Warneken (Chairman), Councillor Alex Marsh, Councillor Graeme McBride, Councillor Simon Blake, Councillor Sarah Pearce, Councillor Kriston Wright.

**Apologies:** Councillor Ray Clark, Councillor Michael Bell

**In attendance:** Deborah Marshall, Clerk to the Parish Council.

No members of the public were in attendance.

## **25. Apologies:**

### **1. To note any apologies received**

**RESOLVED:** That apologies from Councillors Clark and Bell be accepted.

### **2. To approve any reasons for absence submitted for consideration**

**RESOLVED:** That the reasons for absence submitted by Councillors Clark and Bell be approved.

## **26. To Note any Declarations of Interest:**

### **1. To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting**

There were none.

### **2. To approve any dispensation requests received**

There were none.

## **27. Public Open Forum:**

There were no members of the public in attendance.

## **28. Tockwith Parish Council Administration and Governance:**

### **1. To consider the Internal Auditor's report to the Parish Council**

The report from the Internal Auditor had been circulated. The following issues had been reported:

- VAT had not been properly accounted for in the Cash Book
- A financial risk assessment had not been carried out since 2016
- A BACS Payment Authorisation process has not been put in place
- The financial regulations had not been reviewed since 2016
- A numbered reference system has not been set up for BACS and Cheque payments.

**RESOLVED:** That the Internal Auditor's report be welcomed.

## 2. To consider the Financial Action Plan

An action plan to address the above issues had been circulated by the Clerk.

**RESOLVED:** That the Financial Action Plan be approved.

## 3. To consider the financial risk assessment and statement of internal control

The financial risk assessment and review of internal controls had been carried out. Reports had been circulated to the Parish Councillors.

**RESOLVED:** That the reports be accepted and signed by the Chairman and one other Councillor.

## 4. To approve TWWPC Financial Regulations

The Model Financial Regulations had been circulated with areas highlighted for consideration including values to be determined by the council other than statutory procurement thresholds as detailed in Regulation 11. The following changes were proposed:

Section Number	Change
4.1	That a committee may authorise a spend of up to £200. That the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee may authorise the spend for any items up to £1,000 That full Council must authorise any spend over £1,000.
6.16	That BACS and chaps payments must be entered by the RFO and sent via the Lloyd's Bank Online Payment Control System to two bank signatories for approval before payments are released
6.18, 6.19	That these clauses which reference debit cards, credit cards and pre-paid cards be removed as the Parish Council does not hold these methods of payment.
6.20	That this clause be amended to allow the Clerk (RFO) or a member of the Council to purchase goods (when the relevant approval has been given) using a personal credit or debit card and then claim this as an expense for reimbursement at the next meeting of the Parish Council. Full itemised VAT receipts should be provided and invoices should be made to the Parish Council.
7.3	That the HR Committee be permitted to make changes to an employee's pay, emoluments, or terms and conditions of employment.
11.1 H	That this paragraph be reworded to provide clarification
13	That this section be renamed 'equipment and non-fixed assets' and that an annual inventory check be required.
15.5	That the fidelity insurance guarantee be the responsibility of the HR Committee.
16	That this section be removed as the Parish Council is not the sole managing trustee of a charitable body

**RESOLVED:** That the above changes be approved and the amended Financial Regulations be adopted.

## 15 To consider the adoption of Lloyd's Online Payment Control

It was confirmed that Online Payment Control, provided at no cost by Lloyd's Bank could be implemented to the Parish Council's existing bank account with immediate effect. The system requires two bank signatories to approve payments before they are released. This will ensure Tockwith with Wilstrop PC meets its Internal Control obligations.

**RESOLVED:** That the Parish Council adopt Lloyd's Payment Control with immediate effect.

**16 To approve Section 1 - Annual Governance Statement 2021/2022 on page 4 of the Annual Governance and Accountability Return**

The report has been circulated. The Parish Council had met of all its Internal Control Objectives, except for points B and C as already reported in the Internal Auditor's report. These points had been addressed in the Financial Action Plan with actions taken to ensure future compliance.

**RESOLVED:** That the report be accepted and that section 1 of the Annual Governance and Accountability Return – Annual Governance Statement 2020/2021 be signed by the Chairman and Responsible Financial Officer (Clerk)

**17 To approve Section 2 - Accounting Statements 2021/22 on page 5 of the Annual Governance and Accountability Return**

The accounts had previously been circulated. The Annual Governance and Accountability Return had been completed and will be submitted to the External Auditor in accordance with the published timetable.

**RESOLVED:** That Section 2 of the Annual Governance and Accountability Return – Accounting Statements 2021/2022 be signed by the Chairman and the Responsible Financial Officer (Clerk).

**29. Village Hall Insurance**

**1. To consider a quote from the existing insurer to add insurance for the Village Hall Building to the existing policy**

A quote had been received from AJ Gallagher for the annual additional cost of £779.95 for the inclusion of Village Hall Buildings Insurance on the Parish Council's existing insurance policy.

**RESOLVED:** That the quote of £779.95 be accepted.

**2. To consider quotes for a desktop valuation at £130 plus VAT per building or on-site valuation at £700 plus VAT per building.**

The incumbent insurer, Allied Westminster, had stated that there was no recent valuation on record for the Village Hall. It was considered that a desktop valuation would be a worthwhile investment to ensure that the PC had fully covered the rebuild cost of the building. A quote had been received from AJ Gallagher for a desktop valuation at £130 +VAT.

**RESOLVED:** That the quote of £130 +VAT be accepted for a desktop valuation and that an on-site valuation be reconsidered at the end of the current 3 year insurance agreement.

**30 . Finance:**

**1. To approve payment of invoices as listed below:**

Payee:	Description of goods/services:	Total Value:
JG Gallagher (Came & Company)	Insurance premium increase for Village Hall buildings insurance	£166.68

**RESOLVED:** That the invoices noted above be paid in full with immediate effect.

**Meeting closed at 8.20pm.**