

CLAYTON PARISH COUNCIL

TO: ALL MEMBERS OF CLAYTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend the Annual Meeting of Clayton Parish Council to be held at **Clayton Village Hall** on **Thursday 18th May 2017** at **7:00pm**, for the purpose of transacting the following business.

Members of the Press and Public are invited to attend and may address the Council when tabled at the invitation of the Chairman.

C.Hepton

Claire Hepton
Clerk to Clayton Parish Council
Date: 2nd May 2017

Tel: 07812584615
E-mail: clerk@clayton-pc.gov.uk

AGENDA

1 APOLOGIES FOR ABSENCE

To receive and consider the acceptance and approval of Apologies for Absence notified by Members.

2 ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE PARISH COUNCIL

(Members are reminded that each Nominee should be proposed and seconded. Voting will be on a show of hands unless 2 or more Members request a ballot. In addition to normal voting rights, the retiring Chairman has a casting vote in the event of a tie)

- a) To elect a Chairman of Clayton Parish Council.
- b) To elect a Vice Chairman of Clayton Parish Council.

3 DECLARATION OF ACCEPTANCE OF OFFICE

(Incorporating the undertaking to observe the Code of Conduct)

- a) To receive the Chairman's Declaration of Acceptance of Office, or if not received, to decide when it shall be received.
- b) To receive the Vice Chairman's Declaration of Acceptance of Office, or if not received, to decide when it shall be received.

4 PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT, FOR INFORMATION ONLY, ON MATTERS ARISING FROM THE MINUTES WHICH ARE NOT INCLUDED ELSEWHERE ON THE AGENDA

To receive the Minutes of Clayton Parish Council's meeting held on 16th March 2017. The Chairman and/or Parish Clerk will detail any progress made on Matters arising from the Minutes.

Recommended: That the presented minutes are accepted as a correct record of Clayton Parish Council's meetings held on 16th March 2017 and that they are signed by the Chairman.

The clerk updated the council on the following:

- A letter has been sent to Mayfield Cricket club confirming our intent to award £450 by the way of a grant. Minute no 2016/374
- £6000 has been paid to Clayton Community Association in respect of the community park. Minute no 2017/374

5 CHAIRMAN'S REMARKS AND CORRESPONDENCE

The Chairman will outline other issues relating to activities undertaken since the last meeting and prior to the current meeting and notable correspondence received (copies of which wherever possible have been circulated to Members).

6 ADMISSION OF THE PUBLIC
(Public Bodies (Admission to Meetings) Act 1960, and Clayton Parish Council Standing Order No.67

To determine if any of the tabled items to be discussed require to be held in closed session.

7 DISCLOSURES OF INTEREST
(Members Code of Conduct)

To receive disclosures of interests from Members on matters to be considered at the meeting as detailed in the Parish Council Code of Conduct adopted at the Parish Council meeting on 15 November 2012.

A Member must register with the Monitoring Officer any change to interests or new interests in Appendix A and B within 28 days of becoming aware of it.

A Member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a "sensitive interest".

A sensitive interest is one which, if disclosed on a public register, could lead the Member or a person connected with the Member to be subject to violence or intimidation.

8 TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICER OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY/VACANCIES

To decide by co-option to fill the three vacancies we have on the Parish Council.

We have received three applications. One from Mr John Andrew, the second Mr Philip Boyle and the third Mr Verinder Dharni. (Details of which have been previously circulated prior to the meeting).

9 ELECTION OF COMMITTEES AND WORKING GROUPS.
(Members are reminded that each Nominee should be proposed and seconded. Voting will be on a show of hands unless 2 or more Members request a ballot. In addition to normal voting rights, the Chairman has a casting vote in the event of a tie). Please note: The Chairman of Parish Council has Ex Officio membership of all Committee's and Working Groups.

a) To elect five Councillors to serve on the Planning Committee.

b) To elect five Councillors to serve on the Staffing Committee.

c) To elect five Councillors to serve on the Events Committee

d) To elect five Councillors to serve on the Finance Committee

e) To elect two Councillors to serve on the Allotments working group. To liaise with Allotments Association and report to the council on day to day decisions.

f) To elect a minimum of three Councillors plus Chairman to serve on the Business Planning working group.

g) To elect one councillor plus Chairman to serve on the Youth Council working group.

h) To elect one councillor plus Chairman to serve on the Library Oversight working group.

10 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES.
(Members are reminded that each Nominee should be proposed and seconded. Voting will be on a show of hands unless 2 or more Members request a ballot. In addition to normal voting rights, the Chairman has a casting vote)

a) To elect the representative and deputy for the Police Liaison Group.

b) To elect the representative and deputy for the Glenholme Allotments Association.

c) To confirm election of Chairman as representative for the Parish Council Liaison Group.

11 COMMITTEE REPORTS
a) PLANNING

i. Report from the Planning Chairman

CLr Thirkill will report on planning matters since the last parish council meeting

b) STAFFING

i. Report from the Staffing Chairman

CLr Vasey will provide a report on staffing matters since the last parish council meeting

c) FINANCE

i. Report from the Finance Chairman

CLr Gudgeon will provide a report on finance matters since the last parish council meeting.

ii. Annual Accounts for the year ended 31 March 2017

The annual accounts for the year ending 31 March 2017 have been circulated previously.

Recommended: That the accounts for the financial year ending 31 March 2017 be accepted and agreed.

iii. Internal Audit Report 2016/17

The report from the internal auditor has been completed and is attached.

Recommended: That the internal audit report for the year ended 31 March 2017 be accepted, that David Horrocks be thanked for his work as internal auditor and that he be re-appointed for 2018/19.

iv. Audit Commission Annual Return (External Audit – Littlejohn - Return)

- Section 1 of the return is the accounting statement for the year. This is a summarised version of the accounts agreed above.
- Section 2 is the governance statement in which Members recognise their responsibility for the accounting statements and acknowledge that they have taken steps to ensure there is a sound system of internal control, including risk assessment.
- Section 4 is the annual internal audit report to the Council as certified for the external auditor.

Recommended: That the Annual Return for 2016/17 be accepted and approved.

v. Yorkshire Local Councils Association (YLCA)

Members are informed that membership of the YLCA for this year's subscription is £945.00.

vi. List of Invoices and Cheques

Details to be circulated to Members at the Meeting

Recommended: That the list of invoices paid and due for payment be accepted.

vii. Telephone line and broadband for the office in the Library.

CLr Kaushal-Bolland has put together a paper outlining this item. Council are asked to consider this proposal. Full details are attached.

d) EVENTS

i. Report from the Events Chairman

CLr Pitts will provide a report on events matters since the last parish council meeting.

12 GRANT AID

Applications

Members are asked to consider the following applications for grant aid from organisations based in the Parish subject to the provisions of the policy for administering grants in the current financial year and, if deemed appropriate, to determine the amount of financial assistance to be contributed.

a) Ms Nicola Corrigan

A request for £1550 has been received from Ms Corrigan on behalf of 1st Clayton Guides. The grant would be used to purchase equipment and fund excursions/day trips/camping. Full details are attached.

13 REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

To receive reports from Representatives to the following Outside Bodies, if applicable:

- a) Police Liaison updates
- b) Parish Council Liaison Meeting update
- c) Glenholme Allotments Association

14 ALLOTMENTS ASSOCIATION 2016/17

The 2016/17 funding was spent on the following:

	£
Balance brought forward 1 April 2016	322.76
Grant received from Parish Council	<u>0.00</u>
	322.76
Less	
Expenditure for year 1 st April to 31 st March 2017	
Repair to stand pipe	50.00
Balance as at 31 March 2017	<u>272.76</u>

Recommended: That the end of year balance (£272.76) is carried forward to 17/18 for use by the Allotments Association.

15 PUBLIC CONSULTATION AND QUESTION TIME

To receive questions/comments from the public on:

- any matter which is tabled for discussion on the Agenda;
- any other matter of public interest which is within the responsibilities of the Parish Council;
- and to receive suggestions of items for inclusion on the Agenda of the next Parish Council meeting from the Public and also from members of the Parish Council.

16 DATES OF MEETINGS – 2017/18

To approve the dates and times of meetings of Clayton Parish Council which are due to be held at Clayton Village Hall from July 2017.

20th July 2017
14th September 2017
16th November 2017
18th January 2018
15th March 2018
17th May 2018