

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 19th May 2016 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 2016

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

AGENDA

1. 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.

2. 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.

3. 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 retiring Chairman has a casting vote in the event of a tie)

- a) To elect Councillors to serve on the Planning Committee.
- b) To elect Councillors to serve on the Staffing Committee.
- c) To elect councillors to serve on the Social Media/Newsletter working group. To keep internet platforms up to date and report bi-annually.
- d) To elect Councillors to serve on the Allotments working group. To liaise with Allotments Association and report to the council on day to day decisions.
- e) To elect Councillors to serve on the working groups pulling together the event in June.
- f) To elect Councillors to serve on the business planning working group.

4. 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 retiring Chairman has a casting vote)

- a) To elect the representative(s) for the Police Liaison Group.

- b) To elect the representative(s) for the Glenholme Allotments Association.
- c) To elect the representative(s) for the Parish Council Liaison.

5. APOLOGIES FOR ABSENCE

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

6. 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.

7. 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.

8. 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 17th March 2016. 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 17th March 2016 and that they are signed by the Chairman.

The clerk updated the council on the following:

- A letter of thanks has been received from Helen Simpson on behalf of the Northern Trail Volunteers for the grant awarded at last meeting.
- Highways have confirmed that they have no problem with a small sign being laid on the roundabout re: flowers.
- Signage outside Clayton Village Hall is now in situ.
- An email has been received regarding the councils support of the petition in relation to Councils' position with commenting on planning applications. Full details are attached.

9. 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 two vacancies we have on the Parish Council.

We have received so far one application from Mrs Sharon Gudgeon (Details of which have been previously circulated prior to the meeting).

10 . CHAIRMANS 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).

11 . ANNUAL ACCOUNTS AND AUDIT REPORT

a) Annual Accounts for the year ended 31 March 2016

The annual accounts for the year ending 31 March 2016 have been circulated previously.

Recommended: That the accounts for the financial year ending 31 March 2016 be accepted and agreed.

b) Internal Audit Report 2015/16

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

Recommended: That the internal audit report for the year ended 31 March 2016 be accepted, that David Horrocks be thanked for his work as internal auditor and that he be re-appointed for 2017/18.

c) 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 2015/16 be accepted and approved.

12. FINANCE

a) 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 approved and cheques signed as required.

b) Internal Control

i) Internal control to review the accounts took place with Cllr Pitts, Hillyard and Kaushal-Bolland. This involved cross checking the cheque book with the invoices/minute record. No issues reported and the system in place with the clerk used for managing the accounts was all in check and thorough.

ii) **To review the internal control that was implemented at the last AGM.** Three committee members to be nominated.

Recommended: That three members are appointed to review the accounting process on a quarterly basis and report back to the Council thereon.

13. STANDING ORDERS

To review the standing orders in line with NALC regulations and the current CPC practises. The proposed Standing Orders are attached.

Recommended: That the Standing Orders be accepted.

14. FINANCIAL REGULATIONS

To review the financial regulations in line with NALC regulations and the current CPC practises.

Recommended: That the financial regulations be accepted.

15. RISK ASSESSMENT

The latest Risk Assessment report is attached. Members are asked to consider the report and suggest additions/amendments needed.

Recommended: That the Risk Assessment report be accepted.

16. CLAYTON IN BLOOM

To propose a plan for this year's competition. Dates, judges and prize giving.

17. QUEENS 90TH BIRTHDAY CELEBRATION

A report from the group set up to pull this event together will be delivered with a view to implementing the same.

18. HANGING BASKETS.

To discuss the purchase of 14 hanging baskets as per list previously circulated.

19. GRIT BINS/SNOW CLEARING

Council are asked to decide whether to have the bins be delivered around Autumn/October time. Bradford Council recommended this option as the grit can get very wet.

20. YORKSHIRE LOCAL COUNCILS ASSOCIATION (YLCA)

Members are asked to confirm ongoing Membership of the Yorkshire Local Councils Association at the subscription fee of £873.00.

21. BATTLE OF THE SOMME COMMEMORATION

An email has been received from Hedley Smith enquiring if the council would like to get involved. Full details are attached with a view to making a decision as to the council's intentions.

22. SIGN FOR THE ROUNDABOUT

Cllr Kaushal-Bolland will provide an update for this.

23. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

Police Liaison updates
Parish Council Liaison Meeting update
Glenholme Allotments Association

24. ALLOTMENTS ASSOCIATION 2015/16

The 2015/16 funding was spent on the following:

	£	£
Balance brought forward 1 April 2015		357.41
Grant received from Parish Council	0	
		357.41
Less		
Expenditure for year 1April to 31 March 2016		
Petrol for strimmer	5.00	
Strimmer filler cap	6.18	
Strimmer parts	20.00	
Lock repair	2.00	
Hose tap	1.47	34.65
Balance as at 31 March 2016		322.76

25. SOUTH PENNINE BRANCH ANNUAL MEETING.

YLCA branches are an opportunity for councillors and clerks of member councils to meet together to discuss issues of mutual interest and concern. Branches can and do invite speakers on parish matters. Your council can influence local, regional and national issues via the branch meeting. Full details are attached. Anyone wishing to go please inform the clerk.

25. 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.

26. DATES OF MEETINGS – 2016/17

To approve the dates and times of meetings of Clayton Parish Council which are due to be held at Clayton Village Hall from July 2016 up to and including May 2017 as follows:

21 July 2016
15 September 2016
17 November 2016
19 January 2017
16 March 2017

18 May 2017
20 July 2017