

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 21st May 2015** 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 2015

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.

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, Local Government Act 1972 s100/100a Ss2/Schedule 12A 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 19th March 2015. 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 19th March 2015 and that they are signed by the Chairman.

The clerk updated the council on the following:

The clerk attended a course provided by the Plunkett Foundation. They are key partners in assisting councils implement the Localism Act. Was a very interesting with presentations by guest speakers and those people who have used the act with success.

N Power/Jubilee Garden - members will recall minute no 2015/250. The clerk has reported a fault with N Power and is meeting on site with them Friday 22nd May. Will report further information at the next meeting.

United Sports - This organisation applied for a grant at the meeting held on 24th July 2014 minute no: 2014/192. The grant was made up of two parts. The first was for equipment which was awarded. The second part of £240 for the coaching has not been awarded as the group haven't secured the coaching. They no longer require the money and have emailed the clerk confirming this. Official confirmation is to be sent asap.

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 five vacancies we have on the Parish Council.

We have received so far one application from Ms Veena Hillyard (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. 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.

12. ANNUAL ACCOUNTS AND AUDIT REPORT

a) Annual Accounts for the year ended 31 March 2015

The annual accounts for the year ending 31 March 2015 have been circulated previously.

Recommended: That the accounts for the financial year ending 31 March 2015 be accepted and agreed.

b) Internal Audit Report 2014/15

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

Recommended: That the internal audit report for the year ended 31 March 2015 be accepted, that David Horrocks be thanked for his work as internal auditor and that he be re-appointed for 2015/16.

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 2014/15 be accepted and approved.

13. 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

To review the internal control that was implemented at the last AGM. Two committee members to be nominated.

Recommended: That two members are appointed to review the accounting process on an annual basis and report back to the Council thereon.

14. 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.

15. FINANCIAL REGULATIONS

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

Recommended: That the financial regulations be accepted.

16. 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.

17. CLAYTON IN BLOOM

To propose a plan for this year's competition.

18. HANGING BASKETS.

To approve the purchase of 14 hanging baskets as per list previously circulated. Cost is £256.66 excl VAT. Up £11.67 on LY

19. CLERKS CONTRACTED HOURS

To discuss the clerks current contracted hours.

20. GRIT BINS/SNOW CLEARING

Cllr Thirkill wanted the council to discuss the usage of these and the villages' approach to snow clearing in bad weather.

21. POLICE ATTENDANCE AT A COUNCIL MEETING

Following on from the last meeting. Minute no: 2015/257. Members are asked to vote on whether the police liaison meeting be held prior to the commencement of a parish council meeting.

22. YORKSHIRE LOCAL COUNCILS ASSOCIATION (YLCA)

Members are asked to confirm ongoing Membership of the Yorkshire Local Councils Association at the subscription fee of £826.00.

23. NEW COUNCILLORS INTRODUCTORY COURSE

As mentioned in previous meetings minute no 2014/136. To approve the attendance of all new councillors at a course/workshop provided by YLCA. Full details are attached. Please contact the clerk for booking information.

24. 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

25. ALLOTMENTS ASSOCIATION 2014/15

a) Members will recall that the Allotments Association received £200 from the 2014/15 allotments budget last financial year. The funding was awarded to give the Association the opportunity to purchase items and materials for the benefit of the allotment belt.

The 2014/15 funding was spent on the following:

	£	£
Balance brought forward 1 April 2014		217.94
Grant received from Parish Council		200.00
		417.94
Less		
Expenditure for year 1 April to 31 March 2015		
Petrol for strimmer	6.00	
Strimmer coil	6.00	
Strimmer service	33.99	
Soil testing kit	8.99	
Hose tap	5.55	60.53
Balance as at 31 March 2014		357.41

25. DATES OF MEETINGS - 2015/16

To approve the dates and times of meetings of Clayton Parish Council which are due to be held at Clayton Village Hall from July 2015 up to and including May 2016 as follows:

16 July 2015
17 September 2015
19 November 2015
21 January 2016
17 March 2016
19 May 2016
21 July 2016