

# 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 8th May 2014** 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: 28<sup>th</sup> April 2014

Tel: 07812584615

E-mail: heptonclaire@gmail.com

---

## **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 working group. To keep internet platforms up to date and report bi-annually.
- d) To elect Councillors to serve on the Newsletter working group. To produce the newsletter and keep members informed thereon.
- e) 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 Clayton Urban Partnership.
- c) To elect the representative(s) for the Glenholme Allotments Association.
- d) 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 20<sup>th</sup> March 2014. 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 20<sup>th</sup> March 2014 and that they are signed by the Chairman.**

**The clerk updated the council on the following:**

A letter has been sent to the owners of the property whose skip outside destroyed the daffodils.

WW1 - Work has started on the poppy bed in Victoria Park. Gerry Drapier has been taking care of this.

#### **9. 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).**

## **10. 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.

## **11. ANNUAL ACCOUNTS AND AUDIT REPORT**

### **a) Annual Accounts for the year ended 31 March 2014**

The annual accounts for the year ending 31 March 2014 have been circulated previously.

**Recommended: That the accounts for the financial year ending 31 March 2014 be accepted and agreed.**

### **b) Internal Audit Report 2013/14**

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

**Recommended: That the internal audit report for the year ended 31 March 2014 be accepted, that David Horrocks be thanked for his work as internal auditor and that he be re-appointed for 2014/15.**

### **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 2013/14 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**

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.**

## **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 ASSESEMENT**

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. APPLICATIONS FOR GRANT AID**

Members are asked to consider the following application(s) for grant aid from organizations 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) Clayton Cricket Club**

A request has been made from the above organisation for a grant of £2100 to repair and lay a disabled access to the pavilion. Full details have been previously circulated to members

**b) St. Anthony's Primary School**

A request has been made from the above organisation for a grant of £495. It is the schools Diamond jubilee and a fun day has been planned for the school. Full details have been previously circulated to members

**17. YORKSHIRE LOCAL COUNCILS ASSOCIATION (YLCA)**

Members are asked to confirm ongoing Membership of the Yorkshire Local Councils Association at the subscription fee of £846.00.

**18. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

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

Police Liaison updates	Cllr Kaushal-Bolland
Parish Council Liaison Meeting update	Cllr Pitts
Clayton Urban Partnership update	Cllr Thirkill
Glenholme Allotments Association	Cllr Cunningham

**19. ALLOTMENTS ASSOCIATION 2014/15**

a) Members will recall that the Allotments Association received £200 from the 2012/13 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 2012/13 funding was spent on the following:

	£	£
Balance brought forward 1 April 2013		31.02
Grant received from Parish Council		200.00
		231.02
Less		
Expenditure for year 1April to 31 March 2014		
Petrol for strimmer	7.00	
Water tap	6.08	13.08
Balance as at 31 March 2014		217.94

The Allotments Association has again requested £200.00 for 2014/15.

**Recommended:** That £200.00 from the 2014/15 Allotments budget be awarded to the Allotments Association in order to allow them to purchase items and materials during the current financial year and that a report of the spending is brought to the May 2015 meeting of the Parish Council.

b) Amendments to the Allotment Association Rules.

To discuss additional clauses to the rules in terms of payment, upkeep and the procedure for terminating the agreement.

**20. CLAYTON LIBRARY**

To discuss the possibility of the library becoming a community asset and to discuss a plan for updating the appearance of the library.

**21. WW1 COMMEMORATION**

To further discuss the Council's plans for this important date. £1000 was ring fenced at the last meeting.

**22. CLAYTON IN BLOOM**

To propose a plan for this year's competition.

**22. HANGING BASKETS.**

To approve the purchase of 14 hanging baskets as per list previously circulated. This is an increase of 2 which will be for the library. Cost tba.

**22. DATES OF MEETINGS - 2014/15**

To approve the dates and times of meetings of Clayton Parish Council which are due to be held at Clayton Village Hall from July 2014 up to and including May 2015 as follows:

17 July 2014  
18 September 2014  
20 November 2014  
15 January 2015  
19 March 2014  
14 May 2015  
16 July 2015