

**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 16th May 2019 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: 10th May 2019

Tel: 07812584615

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

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## **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 21<sup>st</sup> March 2019. 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 21st March 2019 and that they are signed by the Chairman.

The clerk updated the council on the following:

- The final defibrillator has now been installed at Broomfield Nursery.

## **5 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.

## **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 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).

## **8 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 to serve on the Business Planning working group.
- g) To elect one councillor to serve on the Library Oversight working group.

***Subject to standing order 4D.v. –***

***If councillors are unable to attend a committee meeting and provide 1 day's notice, an alternate can be appointed to the meeting to ensure the meeting is quorate.***

## 9 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 Glenholme Allotments Association.
- b) To elect an alternate for the Parish Council Liaison Group.
- c) To elect the representative for YLCA branch

## 10 COMMITTEE REPORTS

### a) PLANNING

- *Report from the Planning Chairman*

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

### b) STAFFING

- *Report from the Staffing Chairman*

Cllr Pitts will provide a report on staffing matters since the last parish council meeting

### c) FINANCE

- *Report from the Finance Chairman*

Cllr Andrew will provide a report on finance matters since the last parish council meeting.

- *Annual Accounts for the year ended 31 March 2019*

The annual accounts for the year ending 31 March 2019 have been circulated previously.

**Recommended:** That the accounts for the financial year ending 31 March 2019 be accepted and agreed.

- *Internal Audit Report 2018/19*

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

**Recommended:** That the internal audit report for the year ended 31 March 2019 be accepted, that David Horrocks be thanked for his work as internal auditor and that he be re-appointed for 2019/20.

- *Audit Commission Annual Return (External Audit – Littlejohn - Return)*

Section 1 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 2 of the return is the accounting statement for the year. This is a summarised version of the accounts agreed above.

The annual internal audit report to the Council as certified for the external auditor.

**Recommended:** That the Annual Return for 2018/19 be accepted and approved.

- *Yorkshire Local Councils Association (YLCA)*

Members are informed that membership of the YLCA for this year's subscription is £980.00.

- *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.

- *Asset Register*

Details of the council's assets are attached.

- *Chairmans allowance 2019/20*

Members are requested to approve the Chairman's allowance of £300 for the 2019/20 financial year.

d) EVENTS

- *Report from the Events Chairman*

Cllr Gudgeon will provide a report on events matters since the last parish council meeting.

## 11. GOVERNANCE

a) 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.

b) FINANCIAL REGULATIONS

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

**Recommended:** That the financial regulations be accepted.

c) POLICIES AND PROCEDURE'S DOCUMENT

To review the council's policies and procedures. Updated to reflect GDPR legislation.

**Recommended:** That the financial regulations be accepted.

d) 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.

## **12. GRANT AID**

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) Bradford West Hub - Early Intervention Grant.*

To award a grant of £4,000 to be split into two awards of £2,000 to provide additional early intervention support to young families in the parish. - Full details to attached.

The Bradford West Hub will provide an update after 6 months to a committee of the council for their review and that committee to authorise the release of further funds. To require the Bradford West hub to report after 6 months and after 12 months the effectiveness of the grant.

To agree a committee to review (in camera) the use and effectiveness of the grant, and to delegate to that committee the power decide to release the remaining award (£2000) (in open meeting).

This grant has previously been reviewed by Business Planning Working Group 2018/2019 - the above proposal is the result of their amendments.

*b) Youth Toller Café*

A request for £680 has been received from the above organisation. The grant would be used to help towards costs including room hire at the Village Hall. Full details are attached.

## **13. THORNABY PLAY AREA**

To appoint one councillor to work alongside the chairman and clerk on the Thornaby play area.

To authorise the Chairman, the appointed councillor and the Clerk to consult with Bradford Council and to make necessary transfers arrangements, including an issue of a tender to maintain the play area. To delegate spending authority of up to £5,000 to the Finance committee

## **14. LIBRARY**

To authorise the Chairman and the councillor elected to Library oversight working group along with the Clerk to enter negotiations with the District Council over the future of Clayton Library, the current agreement ends on 31/03/2020.

## **15. BENCH**

Cllr Thirkill will lead on this item as a request has been made regarding installing a bench either on The Avenue or the land below Clayton cricket club. Council are asked to

consider a budget of £549 plus VAT for the bench. £1000 to be set aside to include any installation costs and agree which budget the money should be allocated from. Details are attached.

#### **16. REFUSE/LITTER BINS**

Cllr Thirkill has been contacted by local residents regarding the number of refuse bins on the lower part of the village i.e Pasture Lane, Bradford Rd and Pentland Ave. Members are asked to discuss this.

#### **17. WORKMAN / HANDYMAN**

To approve the issue and award of a tender for workman / handyman

To approve the tender (to be attached) for the selection of a workman to provide services in the village.

To approve the Clerk, Parish Chairman and Finance Chairman to judge and award a contract to the successful bidder(s).

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

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

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

#### **19. ALLOTMENTS ASSOCIATION 2018/19**

The 2018/19 funding was spent on the following:-

	£
Balance brought forward 1 April 2018	222.76
Grant received from Parish Council	0.00
	222.76
Less	
Expenditure for year 1st April 2018 to 31st March 2019	0.00
<b>Balance as at 31 March 2019</b>	<b>222.76</b>

**Recommended:** That the end of year balance (£222.76) is carried forward to 19/20 for use by the Allotments Association.

#### **20. 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;
- 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.

## **21. DATES OF MEETINGS – 2019/20**

To approve the dates and times of meetings of Clayton Parish Council which are due to be held at Clayton Village Hall from July 2019.

18<sup>th</sup> July 2019

19<sup>th</sup> September 2019

15<sup>th</sup> November 2019

16<sup>th</sup> January 2020

19<sup>th</sup> March 2020

21<sup>st</sup> May 2020