# MINUTES OF RODSLEY & YEAVELEY PARISH COUNCIL

# ANNUAL GENERAL MEETING

# HELD AT WYASTON VILLAGE HALL

# Tuesday 10th May 2016.

**Present**  Councillors R Nuttall

F Sills

J Bates

H Watson

D Larmer

Clerk J Bailey

As previous Chair to the Council, Cllr Nuttall started the meeting at 7.30 pm.

**Apologies** Cllrs Fisher, Bull and Morley

**The Minutes of the last AGM were ratified and signed by Cllr Nuttall.** This was proposed by Cllr Bates and seconded by Cllr Sills.

**40/16 Election of Chair.** Cllr Bates proposed that Cllr Nuttall should continue as Chair, this was seconded by Cllr Watson and unanimously agreed by the meeting. Cllr Nuttall accepted and signed the Declaration of Acceptance of Office form which was witnessed by the Clerk.

**41/16 Election of Vice Chair.** Cllr Nuttall proposed that Cllr Larmer continue as Vice Chair, this was seconded by Cllr Bates. Cllr Larmer accepted and will continue as Vice Chair.

**42/16 Financial Transactions agreed and signed as per audit requirements.** TheSummary of Accounts as attached were circulated to the councillors. The Chair then asked the meeting if the audit papers could be signed and minuted as being correct. This was proposed by Cllr Watson and seconded by Cllr Larmer. The Clerk will forward the papers to Grant Thornton for audit. On the check list for the Internal Auditor Terri Jones found that the following items had not been addressed –  **Section 137 –** under Section 137 of the Local Government and Housing Act 1972, local authorities were allowed to spend a limited amount on activities they were not otherwise empowered to do, but which they considered to be in the interests of their area or its inhabitants, and which would produce a benefit commensurate with the expenditure involved. This section was largely replaced by general well-being powers in the Local Government Act 2000, but limits on discretionary spending set by the Government using Section 137 powers still apply to parish and town councils and takes the form of an amount per registered elector. The limit per capita for 2016/17 is £7.42. The meeting unanimously decided that this should be added to the Financial Regulations. The Clerk will action this.

**The General Power of Competence** allows councils to work with others to provide cost effective services and facilities in new ways to meet the needs of local communities – for example – to lend or invest money – to set up a company or cooperative society to trade and engage in commercial activity – to run a community shop or post office. However the council must have the support of the community and achieve certain eligible criteria. An eligible PC is one in which at least two thirds of members have been elected not co-opted and in which the Clerk has completed necessary training. At present the Clerk is not qualified therefore the Parish Council is not eligible.

**Register of Disclosable Pecuniary interests.** Terri queried the information given on the registers and so the Clerk has checked with Sandra Lamb, Head of Corporate Resources. Item (a) should give employment details even if the employment is out of the Parish. Item (d) should be the home address of the councillor within the Parish. The registers were given to the councillors for amendment where necessary. The Clerk will send the amended registers to the authority and change those on the website.

**Pat Testing** has not been carried out for some time. The Clerk will arrange for this to be done.

**43/16 Review of Standing Orders.** The recent internal audit also showed a discrepancy between the Standing Orders and The Financial Regulations with respect to the need for 3 tenders to be found for contracts or items of expenditure below £3,000. In order to make them agree the Clerk proposes that the Financial Regulations Item 1.101 (h) on page 14 be amended to read – ‘where the value is below £3,000 the Clerk or RFO and all officers are responsible for obtaining value for money at all times and shall ensure that the best available terms are obtained in respect of each transaction.’ The meeting unanimously agreed that this should be done. The Clerk will action this. It was also agreed that an item be placed in Standing Orders so that the Annual Governance Statement can be discussed at the meeting of the Parish Council usually held in March thus preventing the necessity for an extraordinary meeting.

**44/16. Review of Code of Conduct.** The recent internal audit also showed that we do not have in place an Equal Opportunities Statement. The Clerk suggests that the following paragraph is adopted and added to the Code of Conduct of Rodsley and Yeaveley Parish Council. ‘It is the policy of the council that all employment decisions are based on merit and the legitimate business needs of the council, and does not discriminate on the basis of race, colour, or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of England and Wales.’ The meeting unanimously agreed that this should be done. The Clerk will action this.

**45/16 Inventory of Assets.** The Chair read the attached list ‘The Register of Assets of Rodsley and Yeaveley Parish Council. It was agreed that this list is complete.

**46/16 Review of Insurance.** Zurich’s quote came in at £251.85. The Clerk sought a quotation from Came and Company and they have given £164.25. The supporting documents were studied and it was unanimously agreed that the quotation from Came and Company was more than adequate for the Council’s needs. The Clerk will Action this.

**47/16 Land Title No DY227190.** There are various covenants on this land in Rodsley and a copy plan and covenants is kept in the Clerk’s AGM file. These are produced each year at the AGM so that the Parish Council remains aware of its existence in case of future breaches. This must be minuted at each AGM. The plan was circulated to the Councillors.

**There being no further business the meeting closed at 8pm.**

**Signed……………………………………………………………………………………………Date……………………………………….**