# MINUTES OF RODSLEY & YEAVELEY PARISH COUNCIL

# ANNUAL MEETING

# Held at The Yeaveley Arms

# Monday 21st May 2018 at 7.30pm

**Present**  Councillors R Nuttall

 J Bates

 F Sills

 L Schroeter

 J Fitzakerley

 Clerk J Bailey

 District Cllr T Morley

 Members of the public B Dias, S O’Brien, R Nelson, S Gillis and J Byrne.

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

**Apologies** Cllr Watson

**31/18 The Minutes of the last AGM were ratified and signed by Cllr Nuttall.** This was proposed by Cllr Bates and seconded by Cllr Schroeter.

**32/18 Election of Chair and signing of Acceptance of Office.** Cllr Nuttall nominated Cllr Bates who agreed to stand. This was seconded by Cllr Schroeter and unanimously agreed by the Council.

**33/18 Election of Vice Chair.** Cllr Fitzakerley nominated Cllr Nuttall who agreed to stand. This was seconded by Cllr Schroeter and unanimously agreed by the Council.

 **34/18 Equal Opportunities Policy** – it was noted during the audit that the Council did not have an equal opportunities policy except relating to employment opportunities. Thee Clerk has added the following paragraph to the Code of Conduct for the Parish Council – ‘The council is committed to achieving equal opportunities, respects and values diversity, and is committed to applying equality of opportunity in all its practices and objectives with regard to 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.’ It was unanimously agreed that this be adopted by the Council

**35/18 Review of Financial Regulations.** Our thanks are extended to Terri Jones who once again conducted a thorough internal audit of the accounts. It was noted during the internal audit that items 1.56 to 1.58 should be approved by resolution of the Council every two years. The meeting agreed that item 1.56 did not apply to this Council and should be deleted. Council agreed that the use of Standing Order to pay the Clerk’s salary should continue. Council agreed to add the words ‘online payments’ to item 1.58 and approved the continued use of this facility. With reference to item ‘h’ on page 15 – Council agreed to remove the wording of ‘less than £60,000’ and replace it with ‘more than £3,000’. With these changes in place the Council agreed to adopt the Financial Regulations. It was agreed that signatories are to remain the same. It was also agreed that the Financial Risk assessments remain the same.

**36/18 Certificate of Exemption.** This is a form that is required to be submitted to the external auditors, PKF Littlejohn, showing that our income and expenditure totals are below £25.000, and therefore the PC does not have to undergo external auditing. The Chair signed the document. The Clerk will return this to PKF Littlejohn, the external auditors.

**37/18 Approval of Annual Governance Statement.** This was agreed by the councillors and signed by the Chair.

**38/18 Approval of Accounting Statement.** This was agreed by the councillors and signed by the Chair. A summary of the Accounts to then end of March 2018 will also be attached to these minutes.

**39/18 Review of Standing Orders.** It was agreed by the Council that the following paragraphs will be included in Standing Orders to reflect the new data protection rules. With this change in place Standing Orders were adopted.

‘The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980). The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification. Councillors shall not disclose confidential information or personal data without legal justification.’

**40/18 Review of Code of Conduct.** The Equal Opportunities paragraph (see above) having been added it was agreed that this version of Code of Conduct be adopted.

**41/18 Inventory of Assets Register.** Cllr Nuttall thought that the sum of £2,300 was inadequate to cover the cost of replacement of the bus shelter in Yeaveley. The meeting agreed that this should be increased to £3,300. The Clerk will action this.

**42/18 Review of Insurance.** The additional charge of £50 that Came and Co had tried to impose has been wavered and so the cost of renewal remains the same as last year at £168. Therefore the Council accepted the quotation. The Clerk will action this.

**43/18 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.

**There being no further business the meeting closed at 7.53 pm.**

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