

**BARTON LE WILLOWS PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD IN THE VILLAGE HALL, BARTON LE WILLOWS ON WEDNESDAY 24 MAY 2017 AT 7.15PM**

**Councillors Present:** Kevin Brennan (KB) Edward Daly (ED)  
Maxine Fernandez (MF)

**In Attendance:** Fiona Hill (FH) - Parish Clerk

**Public Present:** 0

**APCM17/1 - To elect Chairman for 2017-2018:**

KB, Proposed: MF, Seconded: ED, Unanimously Agreed

**APCM17/2 - To receive the Chairman's declaration of acceptance of office:**

Signed by KB and FH and placed on file

**APCM17/3 - To elect Vice-Chairman for 2017-2018:**

ED, Proposed: KB, Seconded: MF, Unanimously Agreed

**APCM17/4 - To receive apologies for absence and reasons given:**

Parish Cllr Frederic Strickland-Constable (FSC)

**APCM17/5 - To approve accounts for year ended 31 March 2017**

These were unanimously approved and each Cllr received a copy

**APCM17/6 - To confirm arrangements for Internal and External Audits**

Lorraine Ritchie from Flaxton had conducted the Internal Audit and the Parish Council gave her a vote of thanks. PKF Littlejohn LLP as appointed by the Audit Commission would conduct the External Audit. FH had completed the Annual Return, which was unanimously approved and signed by KB and FH.

**APCM17/7 - Insurance Arrangements for 2017-2018**

The Parish Council current insurance was with Zurich via Community Lincs Insurance Services. FH recommended obtaining comparative quotes from another industry broker Came & Co next year, so a benchmarking exercise could be conducted.

**APCM17/8 -Councillors to discuss annual reviews conducted by Parish Clerk as follows:**

**8.1 – Employment Policies & Procedures**

The Parish Council now had a Parish Clerk who was an employee, who would require a contract to which the National Agreement for Terms and Conditions apply. The Parish Council was now required to adopt employment policies. The Parish Council would use the HMRC Payroll systems, which fulfils the RTI requirements. The Parish required a pension scheme for Auto Enrolment purposes. FH would deal with these and report back to the Parish Council.

**8.2 – Training/Professional Development**

A Statement of Intent should be adopted and training requirements for Councillors/Employees should be considered annually. FH would circulate a template, which would be included on the next agenda.

**8.3 – Asset Register**

This was up to date and a copy was on file.

**8.4 – Complaints**

A policy should be adopted. FH would circulate a template, which would be included on the next agenda.

**8.5 – Grant Awarding**

A policy should be adopted. FH would circulate a template, which would be included on the next agenda.

**8.6 – Freedom of Information**

FH had prepared a scheme, which was place on file. KB would place a copy on the website.

**8.7 – General Power of Competence**

The Parish Council was unable to adopt this power, as it did not fulfil the criteria. The employed a “Qualified Clerk”, but had insufficient “Elected Councillors, as only MF and FSC were elected. KB and ED were co-opted and there was currently one vacancy.

**8.8 – Standing Order**

The Parish Council had adopted the current STOs in May 2016, but there was new Procurement wording to be included. FH would prepare a draft and circulate it around Cllrs, so it could be included on the next agenda.

**8.9 – Financial Regulations**

The Parish Council had not adopted there, so FH would prepare a draft and circulate it around Cllrs, so it could be included on the next agenda.

**8.10 – Risk Management**

FH would obtain advice from YLCA, then circulate some templates, so it could be included on the next agenda.

**8.11 – Local Council Award Scheme**

FH gave the Parish Council a summary of this scheme and it was agreed that whilst accreditation would not be applied for, the minimum requirements would be used as a “Code of Good Practice”.

**8.12 – Communication**

FH would check the website fulfilled the requirement of the Transparency Code. The Parish does not have a newsletter

**8.13 – Banking**

FH would complete a new mandate updating the signatories to all current Councillors.