

BARTON LE WILLOWS PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, BARTON LE WILLOWS ON WEDNESDAY 16 MAY 2018 AT 7.15PM**

Councillors Present: Kevin Brennan (KB) Edward Daly (ED)
Roy O'Shaughnessy (RO) Frederic Strickland-Constable (FSC)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

APCM18/1 - To elect Chairman for 2018-2019:

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

APCM18/2 - To receive the Chairman's declaration of acceptance of office:

Signed by KB and FH and placed on file

APCM18/3 - To elect Vice-Chairman for 2018-2019:

ED, Proposed: FSC, Seconded: RO, Unanimously Agreed

APCM18/4 - To receive apologies for absence and reasons given:

Parish Cllr Maxine Fernandez (MF)

APCM18/5 - To approve accounts for year ended 31 March 2018:

These were unanimously approved and each Cllr received a copy

APCM18/6 - To confirm arrangements for Internal and External Audits

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

APCM18/7 - Insurance Arrangements for 2018-2019

The Parish Council current insurance was with Zurich via Community Lincs Insurance Services, who had quoted £174.46, but FH would try and obtain a quote from Came & Company

APCM18/8 -Councillors to discuss annual reviews conducted by Parish Clerk as follows:

8.1 – Employment Policies & Procedures

The Parish Clerk was an employee, who had a contract to which the National Agreement for Terms and Conditions apply. The Parish Council had all the necessary employment policies. The Parish Council used the HMRC Payroll systems, which fulfils the RTI requirements. Now the banking issued had been sorted, the Parish Clerk would ensure the Parish Council had a payroll account with HMRC and a Pension account with NEST.

8.2 – Training/Professional Development

A Statement of Intent was adopted August 2017 and training requirements for Councillors/Employees were considered annually.

8.3 – Asset Register

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

8.4 – Complaints

A policy was adopted November 2017.

8.5 – Grant Awarding

A policy was adopted August 2017.

8.6 – Freedom of Information

There is a scheme on file.

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, ED and RO were co-opted.

8.8 – Standing Order

These were adopted November 2017

8.9 – Financial Regulations

These were adopted August 2017

8.10 – Risk Management

Risk Assessments are now on file.

8.11 – Local Council Award Scheme

The Parish Council continue to use the information as a guide to good practice.

8.12 – Communication

The website was in need of some updating. The Parish does not have a newsletter

8.13 – Banking

The current mandate lists signatories as KB, ED, MF and FSC.