

BARTON LE WILLOWS PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, BARTON LE WILLOWS ON FRIDAY 03 MAY 2019 AT 6.45PM**

Councillors Present: Roy O'Shaughnessy (RO) Stuart Simpson (SS)
Frederic Strickland-Constable (FSC) Helen Steele (HS)

In Attendance: Fiona Hill (FH) - Parish Clerk
Caroline Goodrick (CG) – NYCC/RDC Councillor

APCM19/1 Public Present: 0

APCM19/1 - To elect Chairman - 2019-2020:

HS, Proposed: RO, Seconded: SS, Unanimously Agreed

APCM19/2 - To receive the Chairman's declaration of acceptance of office:

Signed by HS and FH and placed on file

APCM19/3 - To elect Vice-Chairman for 2018-2019:

SS, Proposed: RO, Seconded: HS, Unanimously Agreed

APCM19/4 - To receive apologies for absence and reasons given:

None

APCM19/5 - To approve accounts for year ended 31 March 2019:

These were unanimously approved and each Cllr received a copy

APCM19/6 - To confirm arrangements for Internal and External Audits

Lorraine Ritchie from Faxton would conduct the Internal Audit and the Parish Council gave her a vote of thanks. JKF Littlejohn LLP would conduct the External Audit.

APCM19/7 - Insurance Arrangements for 2019-2020

The Parish Council current insurance was via Community Lincs Insurance Services and it was unanimously agreed to remain with them for this year.

APCM19/8 -To review training/professional development:

The Parish Council unanimously agreed to that FH should conduct in-house training for the new Cllrs, so would circulate the Good Councillors Guide.

APCM19/9 -To discuss adoption of General Power of Competence:

The Government introduced the General Power of Competence (GPC) in the Localism Act 2011 to give eligible councils the power "to do anything individuals may generally do" as long as it is not prohibited by other legislation or restrictions.

It is a power of first resort so the power may be used without having to consider other powers first.

There are three conditions for eligibility:

1. Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
2. Electoral Mandate: at the time the resolution is passed, as least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
3. Qualified clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, CiLCA) AND pass the 2012 CiLCA module relating to the general power of competence.

Eligibility must be re-confirmed at each annual meeting following an ordinary election.

In using the GPC councils must have regard to any relevant legislation, restriction and potential risk to the council; they should also act within the general principle of "reasonableness".

The Parish Council unanimously agreed adopt this power, as they fulfilled all the criteria.

APCM19/10 -To conduct a review of all policies:

YLCA had advised councils to review the polices following the recent elections and had provided a definitive list of all required policies, which was attached to these minutes. FH would conduct the review, ensuring that all policies were on the website.

YLCA POLICIES LIST

DOCUMENT:

KEY:

Mandatory/Statutory Requirement (SR)
Best Practice (BP)
Audit Requirement (AR)

BASIC GOVERNANCE

Standing Orders	BP (SR for SO on contracts and procurement of goods and services)
Financial Regulations	SR
Code of Conduct	SR
Member's Register of Interests Log	BP
Dispensation Request form	BP
Member's Dispensations Log	BP
Member's Allowance Policy	BP
Councillor attendance register	BP
Planning register	BP
Co-option Policy and procedure	BP
Committee Terms of Reference	SR

OPENNESS AND ACCOUNTABILITY

FOI Publication Scheme	SR
Recording of Meetings Policy	BP
FOI Policy	BP
FOI Vexatious Requests Policy	BP
Rules for public session	BP
Complaints Policy/Procedure	SR
Social media Policy	BP
Media/Communications Policy	BP
Transparency Code compliance checklist	BP

DATA PROTECTION/GDPR

Data/information audit	BP
Documents management (disposal and retention) Policy	BP
Privacy notice – general	SR
Privacy notice – employees, councillors, role holders and volunteers	SR
Security Incident Policy	BP
Security Incident recording form and log	BP
Consent form log	BP

FINANCIAL

Financial Regulations (see above)	SR
Asset Register	AR
Risk Assessment/management Policy	AR
Insurance register	AR
Grant awarding Policy	BP
Grant application form	BP
Internal Controls Policy	AR

EMPLOYMENT/PERSONNEL

Contract of Employment/ Written Statement of Particulars	SR
Recruitment Policy	BP
Appraisal procedure Policy	BP
Equal Opportunities Policy	BP
Expenses Policy	BP
Working from home Policy	BP
Sickness and Absence Policy	BP
Equality and Diversity Policy	BP
Grievance and Disciplinary Policy	BP
Health and Safety Policy	BP SR if more than 5 employees
Computer use Policy	BP
Mobile phone use Policy	BP
Bullying and Harassment/Dignity at Work Policy	BP
Procedure for requesting annual leave	BP
Training and Development Policy	BP
Pensions Policy	SR
Substance Misuse Policy	BP
Lone worker Policy	BP
Flexible working Policy	BP

ENVIRONMENT

Green space/open space audit	AR
Tree audit	AR
Green/open space management policy	BP

PLAY AREAS

Play area inspection policy	BP
Play area inspection log	BP

BURIAL AUTHORITIES

Register and record of burials	BP
Register of graves	BP
Record of exclusive rights of burial	SR
Cemetery rules and charges	BP

ALLOTMENTS

Register of allotments/plots and plot holders	BP
Waiting list policy	BP
Copy of Allotment rules	BP