

## **MINUTES OF THE ANNUAL MEETING OF HEPTONSTALL PARISH COUNCIL**

### **HELD AT HEPTONSTALL J & I & N SCHOOL, 15 MAY 2017**

**Present** were Councillors N James J Crowther J R Dunford  
M V Edwards & S Slater

#### **1/17 ELECTION OF CHAIRMAN 2017/18**

It was resolved Councillor J Crowther be appointed Chairman of Council for the year 2017/18.

Upon leaving office, Councillor James thanked The Clerk and all members for their support given over his past 12 months as Chairman, a role in which he considered was an honour and privilege to serve.

#### **2/17 DECLARATION OF OFFICE AS CHAIRMAN**

Councillor Crowther signed her Declarations of Office as Chairman (which was countersigned by The Clerk, and thanked the outgoing Chairman for his hard work, skilled Chairmanship and ambassadorial support for the parish.

#### **3/17 APOLOGIES OF ABSENCE**

Apologies of absences were received from Councillors Baldwin, Roberts, Scarborough and Stott.

Approval of absence was granted in respect of Councillor Roberts.

#### **4/17 ELECTION OF VICE-CHAIRMAN 2017/18**

Councillor M V Edwards was elected Council Vice-Chairman for the year 2017/18.

#### **5/17 REVIEW OF DELEGATION ARRANGEMENTS**

It was agreed existing arrangements remain in place in respect of urgent matters :  
The Clerk is delegated to act alone, a minimum of two members being similarly charged to form an emergency committee.

#### **6/17 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES**

It was resolved Terms of Reference for Committees should continue without revision following a review by The Clerk.

## **7/17 ELECTION OF OFFICERS 2017/18**

It was resolved the following appointments be made for the coming year :

- |                                                |                                      |
|------------------------------------------------|--------------------------------------|
| <b>A. Responsible Financial Officer</b>        | <i>The Clerk – Mr R M Greenwood</i>  |
| <b>B. Deputy Responsible Financial Officer</b> | <i>Chairman of Finance Committee</i> |
| <b>C. Internal Auditor</b>                     | <i>Miss M G Morgan</i>               |
| <b>D. Publicity Officer</b>                    | <i>Coun M V Edwards</i>              |
| <b>E. Risk Assessor</b>                        | <i>Coun M V Edwards</i>              |

## **8/17 ELECTION OF COMMITTEE MEMBERS & CHAIRMAN/VICE-CHAIRMAN OF SAME**

1. Planning Committee (4) : *Chair, Vice Chair (Ch) + Couns Roberts & Slater (V/C)*
2. Finance Committee (5) : *Chair, Vice Chair + Couns Dunford (Ch), James(V/C) & Slater (Ch)*
3. Staffing Committee (5) : *Chair (V/C), Vice Chair + Couns Dunford (Ch), James (V/C) & Slater*
4. Rights of Way Committee (4) : *Chair, Vice Chair (V/C) + Couns Roberts & Stott*

## **9/17 ELECTION OF REPRESENTATIVES TO SERVE ON EXTERNAL BODIES**

1. Yorkshire Local Councils Associations *Coun Dunford & Mr R M Greenwood + Coun Roberts (sub)*
2. Campaign to Protect Rural England *Coun Dunford*
3. Popples Common Consultative Group *Couns Edwards*
4. Parish & Town Councils Liaison Group *Coun Dunford*
5. Heptonstall Exhibitions & Richard Naylor Charities *Couns Dunford & James*
6. Listed Buildings Working Party *Planning Cttee members*
7. Neighbourhood Planning Jt PC Group *Coun Slater*  
*(Reserves Couns Edwards (1), Crowther (2))*
8. Planning & Enforcement link with C/dale senior officers *Coun Slater*  
*+ Mr R M Greenwood*
9. HB & District Old Persons' Welfare Committee *Coun Slater*
10. Newsletter liaison officer *Coun Dunford*

## **10/17 COUNCILLORS EMPOWERED TO SIGN CHEQUES**

1. Current Account (any 2 signatures required) *Couns Dunford, Roberts, Edwards & Scarborough*
2. Chairman's Charity Fund (any 2 signatures) *Couns Dunford, Roberts, Edwards & Scarborough*
3. Yorkshire Bank Term Deposit (any 2 signatures) *Couns Dunford, Roberts, Edwards & Scarborough*

**11/17 REVIEW OF (MAY 2016) STANDING ORDERS AND FINANCIAL REGULATIONS**

It was resolved newly revised Standing Orders and Financial Regulations should continue without revision.

**12/17 REVIEW OF COUNCIL COMPLAINTS PROCEDURE**

It was resolved the Complaints Procedure should continue without revision.

**13/17 REVIEW OF COUNCIL PROCEDURES : FREEDOM OF INFORMATION ACT 2000**

It was resolved the procedure for handling requests made under the Freedom of Information Act 2000 should continue without revision.

It was further resolved to ask The Clerk to review the level of charges for hard copy requests – to be considered at the Annual Meeting 2018.

**14/17 REVIEW OF COUNCIL POLICY FOR DEALING WITH THE PRESS**

It was resolved the policy for dealing with the press should continue without revision.

**15/17 NEW POLICY : TRAINING & DEVELOPMENT**

It was resolved to approve the presented draft document as an additional policy in respect of Training & Development.

**16/17 REVIEW OF REMAINING COUNCIL POLICIES & PROCEDURES**

It was resolved the remainder of the Council Policies & Procedures should continue without revision.

**17/17 ASSURANCE OF COMPLIANCE WITH PENSION AUTO-ENROLMENT REGULATIONS & REAL TIME INITIATIVE (PAYE)**

The Clerk explained the Council's requirements in respect of both of these elements and was able to confirm all were being correctly and fully undertaken.

**18/17 DATES/TIMES OF COUNCIL MEETINGS TO MAY 2018**

It was resolved a schedule of meeting dates, times & venues be approved for the coming Municipal Year, substituting Wednesday 1 November 2017 for the November Monthly Meeting.

**19/17 COMPLIANCE WITH CODE OF CONDUCT : REMINDER TO MEMBERS**

The Clerk reminded members of their responsibilities in respect of the Council's Code of Conduct, particularly in respect of the need to consider Declarations of Disclosable and other Interests (either Personal or Prejudicial) as well as changes in their personal Financial statements.

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**(Chairman)**

.....  
**(Date)**