

MINUTES OF THE ANNUAL MEETING OF HEPTONSTALL PARISH COUNCIL

HELD AT HEPTONSTALL J & I & N SCHOOL, 20 MAY 2016

Present were Councillors J Scarborough B A Baldwin J Crowther J R Dunford
M V Edwards N James K Roberts & S Slater

1/16 ELECTION OF CHAIRMAN 2016/17

It was resolved Councillor N James be appointed Chairman of Council for the year 2016/17.

Upon leaving office, Councillor Scarborough thanked all members for their support given over his past 12 months of Chairmanship, in what has been a busy year

Councillor Scarborough signed his Declarations of Office as Councillor and as Chairman, and thanked the outgoing Chairman for his hard work.

2/16 DECLARATIONS OF OFFICE AS CHAIRMAN

Councillor James signed his Declaration of Office as Chairman and, upon taking office, gave thanks to the outgoing Chairman (Councillor Scarborough) for his professionalism and dedication during the past year, and his skilled chairmanship of the Council. He also offered thanks for the additional work he had undertaken as Chairman of the Traffic Group.

Councillor James also thanked members for electing him as Chairman and the responsibility which went with the task, promising continued support for the heritage and advancement of matters relating to the parish.

3/16 APOLOGY OF ABSENCE

An apology of absence was received from Councillor Stott.
Approval of absence was neither sought nor granted.

4/16 ELECTION OF VICE-CHAIRMAN 2016/17 & CHAIRMAN ELECT 2017/18

Councillor J Crowther was elected Council Vice-Chairman for the year 2016/17 and Chairman Elect for 2017/18.

5/16 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.

6/16 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.

7/16 ELECTION OF OFFICERS 2016/17

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

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

8/16 ELECTION OF COMMITTEE MEMBERS & CHAIRMAN/VICE-CHAIRMAN OF SAME

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

9/15 ELECTION OF REPRESENTATIVES TO SERVE ON EXTERNAL BODIES

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

10/16 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*

11/16 REVIEW OF (MAY 2016) STANDING ORDERS AND FINANCIAL REGULATIONS

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

12/16 REVIEW OF COUNCIL COMPLAINTS PROCEDURE

It was resolved the Complaints Procedure should continue without revision.

13/16 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.

14/16 REVIEW OF COUNCIL POLICY FOR DEALING WITH THE PRESS

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

15/16 REVIEW OF REMAINING COUNCIL POLICIES & PROCEDURES

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

16/16 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 are being correctly and fully undertaken.

17/16 DATES/TIMES OF COUNCIL MEETINGS TO MAY 2017

It was resolved a schedule of meeting dates, times & venues be approved for the coming Municipal Year.

18/16 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).

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(Chairman)

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(Date)