

MINUTES OF THE ANNUAL MEETING OF HEPTONSTALL PARISH COUNCIL

HELD AT HEPTONSTALL J & I & N SCHOOL, 14 MAY 2018

Present were Councillors J Crowther A Baldwin M V Edwards M Hughes
N James S Slater & B Stott

1/18 ELECTION OF CHAIRMAN 2018/19

It was resolved Councillor M V Edwards be appointed Chairman of Council for the year 2018/19.

Upon leaving office, Councillor Crowther thanked The Clerk and all members for their support given over her past 12 months as Chairman in what has been a busy year which included some long-awaited achievements.

2/18 DECLARATION OF OFFICE AS CHAIRMAN

Councillor Edwards signed his Declarations of Office as Chairman (which was countersigned by The Clerk), and thanked the outgoing Chairman for her hard work and dedication she provided in the past year.

3/18 APOLOGIES OF ABSENCE

Apologies of absences were received from Councillor Dunford as well as Anne Crossfield. Approval of absence was neither sought nor granted in respect of Councillor Dunford.

4/18 ELECTION OF VICE-CHAIRMAN 2018/19

Councillor S Slater was elected Council Vice-Chairman for the year 2018/19.

5/18 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.

6/18 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.

7/18 ELECTION OF OFFICERS 2018/19

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

A. Responsible Financial Officer

The Clerk – Mr R M Greenwood

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>
F. Data Processor	<i>The Clerk – Mr R M Greenwood</i>
G. Non-voting Co-opted Member	<i>Anne Crossfield</i>

8/18 ELECTION OF COMMITTEE MEMBERS & CHAIRMAN/VICE-CHAIRMAN OF SAME

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

9/18 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*

10/18 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*

11/18 REVIEW OF (MAY 2016) STANDING ORDERS AND FINANCIAL REGULATIONS

It was resolved the revised Standing Orders and Financial Regulations should continue without change.

12/18 REVIEW OF COUNCIL COMPLAINTS PROCEDURE

It was resolved the Complaints Procedure should continue without revision.

13/18 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.

14/18 REVIEW OF COUNCIL POLICY FOR DEALING WITH THE PRESS

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

15/18 TRAINING & DEVELOPMENT POLICY

It was resolved to approve to continue with the Training & Development Policy without revision.

16/18 POLICIES TO ADDRESS GENERAL DATA PROTECTION REGULATIONS

It was resolved to generate policies in order to comply with the General Data Protection Regulations.

17/18 REVIEW OF REMAINING COUNCIL POLICIES & PROCEDURES

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

18/18 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.

19/18 DATES/TIMES OF COUNCIL MEETINGS TO MAY 2019

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

20/18 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.

.....
(Chairman)

.....
(Date)