

ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Tuesday 26 May 2020.

Meeting held via conference call at 7pm due to Coronavirus lockdown restrictions.

Present: Cllr David Howson (Chairman)
Cllr Keith Dunwell
Cllr Nancy Griffiths
Cllr Paul Hancock

Cllr Dave McCready
Cllr Mike Oakes
Cllr Ruth Reed (Vice Chair)

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO)

1. Election of Chairman

RESOLVED: All members agreed that Cllr David Howson be appointed Chairman for the ensuing year.

ACTION: The declaration of acceptance of office will be signed by the Chairman before the Clerk at the next face to face parish council meeting.

2. Election of Vice Chairman

RESOLVED: All members agreed that Cllr Ruth Reed be appointed Vice Chairman for the ensuing year.

3. To receive apologies and approve reasons for absence

None.

4. Report for previous year

The Chairman thanked all councillors and said they had worked very well together again, and that the sub groups had done some good work. He thanked Cllr Reed for her support and for being so helpful to him. The Chairman thanked Mrs Mary Farman who was the locum Clerk for five months in 2019 when the PC needed her. He also thanked the Clerk for her work. The Chairman said he was very pleased the Neighbourhood Development Plan is now finished after the years of hard work put into it, and that it will be used to help compile responses to planning applications as they arise. He commented he is saddened there will be no LeedsFest or hanging baskets this year, and hopes the Coronavirus pandemic will be over soon so we can meet up again soon.

5. Review of working and advisory groups

RESOLVED: Members reviewed the list of groups (previously circulated) and agreed no changes are required.

6. Review of appointments to external organisations and additional responsibilities

RESOLVED: Members reviewed the list of groups (previously circulated) and agreed no changes are required.

7. To appoint an Internal Auditor

Members **RESOLVED** to appoint Mr Brian Hopper as the PC's Internal Auditor, as discussed via email in May 2020.

8. Review financial regulations and financial risk assessment

- i. **RESOLVED:** Members agreed to amend paragraph 3.2 of the Financial Regulations so the amount the Clerk can signoff in an emergency is £500 (this was agreed at the May 2017 annual meeting of the council but the document needs updating to reflect the increase from £100). All other points to remain unchanged.
- ii. **RESOLVED:** To adopt the following updates to the Financial Risk Assessment with immediate effect:
 - Items 2 & 3: Change the name of the PC's insurer from Hiscox to AXA Insurance UK PLC.
 - Item 4: Add the term "employee dishonesty" after "fidelity guarantee" to reflect the wording in the current insurance policy.
 - Item 9: Change the wording to reflect that the external auditor is now appointed by Smaller Authorities' Audit Appointments Ltd.

All other items remain unchanged.

9. Review of Asset Register as at May 2020

RESOLVED: To approve the asset register as at 26 May 2020.

10. To appoint up to two councillors to attend the YLCA Branch Meetings and for them to represent the council as voting representatives at the meetings (Clerk)

RESOLVED: To appoint Cllr Dunwell and Cllr Hancock as the PCs representatives.

11. Attendance record (May 2019 to April 2020)

Clr	21-May-19	18-Jun-19	16-Jul-19	20-Aug-19	17-Sep-19	15-Oct-19	19-Nov-19	16-Dec-19	21-Jan-20	18-Feb-20	17-Mar-20	21/04/2020 - Coronavirus	Total attendance	Possible attendance
Andrew Hogg	1	1	1	1	1	1	A	1	1	1	1	X	10	11
Dave McCready	1	1	A	A	1	1	1	A	1	1	1	X	8	11
David Howson	1	1	1	1	1	1	1	1	1	1	1	X	11	11
Keith Dunwell	A	A	1	1	1	1	1	1	A	1	1	X	8	11
Mike Oakes	A	1	1	1	1	1	1	1	1	1	1	X	10	11
Nancy Griffiths	1	1	1	1	1	1	1	1	1	1	1	X	11	11
Paul Hancock	1	1	1	1	A	1	1	1	1	1	1	X	10	11
Ruth Reed	1	A	1	1	1	1	1	1	1	1	1	X	10	11
Total per meeting	6	6	7	7	7	8	7	7	7	8	8	0		
Key														
1 - Present														
A - Absent; apologies received and accepted														
O - Absent - no apologies														
N - Absent; apologies received and not accepted														
n/a - Not a member at the time of the meeting														
X - Meeting cancelled														

12. Review of the council's membership of other bodies

RESOLVED:

1. To continue membership of Yorkshire Local Councils Association
2. To continue membership of Community First Yorkshire
3. To approve the Clerk's continued membership of the Society of Local Council Clerks

13. Future agenda items

The following items that would normally be addressed at the Annual Meeting of the Council have been postponed until next face to face meeting, after the Coronavirus lockdown situation has ended:

- Review and complete the required sections of the Annual Return for the year ended 31.03.20
- Set the dates/times and place of ordinary meetings for the year ahead (up to and including May 2021).

The meeting concluded at 7.15pm.