

RESOLVED: To approve the asset register for 19 May 2015, as per the corrected version attached at Appendix 2.

2. **RESOLVED:** To approve the asset register for 17 May 2016, as shown at Appendix 2.

16.087 **Review of insurance cover**

NOTED:

Insurance continued with Aviva through Came and Co Parish Council Insurance and was due for renewal on 1 October 2016. The long term agreement with Came and Co would end this year and the Parish Council was free to look elsewhere for insurance cover. Assets were covered against property damage as shown on the Asset Register.

16.088 **Review of operational risk assessment and financial risk assessment**

NOTED: Some aspects of the operational risk assessment relating to backing up of data may require revision when a new Clerk is appointed as the current Clerk used her own personal computer for Parish Council business and backed up the data to a laptop also owned by the Clerk and also to a Dropbox "cloud" storage system in the Parish Council's name.

RESOLVED:

1. To adopt the Operational Risk Assessment in its current format;
2. To adopt the Financial Risk Assessment in its current format.

16.089 **Review of membership of other bodies**

RESOLVED:

1. To continue membership of Yorkshire Local Councils Association and Rural Action Yorkshire;
2. To approve the Clerk's continued membership of the Society of Local Council Clerks.

16.090 **Review of requests under the Freedom of Information Act and Data Protection Act**

No requests had been received.

16.091 **Adoption of disciplinary and grievance procedures and policy on equality and dignity at work**

A draft disciplinary procedure had been circulated.

NOTED: To adopt a disciplinary procedure without a corresponding grievance procedure and policy on equality and dignity at work would be inequitable.

RESOLVED: To defer this item to a future meeting.

16.092 **Dates and times of ordinary meetings for the year ahead**

RESOLVED: That the ordinary meetings of the Parish Council for the ensuing year be held on the third Tuesday of each month, commencing at 7.30pm, in the Oriel Room, St Ricarius Parish Church, unless otherwise indicated.

16.093 **Attendance record**

NOTED: The attendance record for 19 May 2015 to 19 April 2016 as follows:

<u>Councillor</u>	<u>Expected</u>	<u>Present</u>	<u>Apologies</u>
John Barker	7	3	3
Trevor Brown	12	10	1
Keith Dunwell	12	7	5
Paul Hancock	12	11	1
David Howson	12	12	0
Jacqueline Jeffrey	12	10	2
Daniel Overend	12	11	1
Marolyn Piper	12	7	5
Ruth Reed	12	10	2
Andrew Hogg	9	7	2

Notes

1. Cllr Hogg co-opted 18 August 2015
2. Cllr Barker resigned 19 November 2015
3. Cllr Brown resigned 26 April 2016

16.094 **Close of meeting**

Cllr Howson closed the annual meeting at 7.35pm.

APPENDIX 1

Minute 16.084

External Organisations - Membership

Organisation	PC Representative(s)	
Neighbourhood Development Plan Management Group	Keith Dunwell Andrew Hogg David Howson	Daniel Overend Ruth Reed
Village Hall Committee	Jacqueline Jeffrey	
Garforth/Aberford proposed joint NDP	Keith Dunwell Marolyn Piper Ruth Reed	
Leeds City Council Outer North East Parish and Town Council Forum	Keith Dunwell Ruth Reed	
Aberford Church of England Primary School – liaison officer	Marolyn Piper	
Aberford Almshouses Trust	Jacqueline Jeffrey	
Poor Lands Trust	Jacqueline Jeffrey	
Hook Moor Liaison Committee	Keith Dunwell Paul Hancock	
The Crime Prevention Panel, Outer North East Leeds	No appointment to be made	

APPENDIX 2

Minute 16.086.1

ABERFORD AND DISTRICT PARISH COUNCIL
ASSET REGISTER – 19 MAY 2015: CORRECTED VERSION

Description	Acquisition cost (if known)	Current Value	Insurance Value	Notes
1 Land				
Three plots of land held in trust by the Parish Council and used for the benefit of all residents. The plots remained following the Enclosure Acts and were granted to the Parish Council by the High Court many years ago. No development value attaches to any of the plots.				
a an area around the bus turning circle at the north end of the village. Nominal value.		1.00		
b Pump Hill "village green". Nominal value.		1.00		
c Land at Beckside which was the old ford, extending both sides of Cock Beck upon the east side of the bridge and incorporating the Play Area on the north bank of Cock Beck. Nominal value.		1.00		
2 Market Cross				
Listed pre-1644 stone pillar. Restored by public subscription in 1911. Sited close to the entrance of Aberford Parish Church. Nominal value.		1.00		
3 Street Furniture				
a Stone trough. Nominal value.		1.00	1,264.85	1
b 20 benches. Nominal value.		20.00	5,033.39	1
c Noticeboards:			2,000.00	
i. Noticeboard near junction of Bunkers Hill & Parlington Lane. Nominal value.		1.00		1
ii. Noticeboard by St John's Garth. Nominal value.		1.00		1
iii. Noticeboard on Pump Hill. Purchased December 2014.	1,964.74	1,591.44		1
d 3 grit boxes. Nominal value £1 each.		3.00		
e 4 village name stones. Purchased November 2002. Nominal value as no resale value.	3,896.00	4.00		
4 Play Area				
a Play area equipment. Nominal value as no resale value.		1.00	36,492.58	2
b Gates and fencing. Nominal value as no resale value.		1.00	6,667.08	3
5 Speed Warning Signs				
2 vehicle activated speed signs. Purchased September 2008. Nominal value as obsolete equipment.	7,330.08	2.00	8,746.68	1
6 Jubilee Field				
a MUGA and tennis court, with 3m high fencing, chicane entrance and access gates. Acquired June 2013.	39,214.00	31,793.34	40,782.56	2
b 6 pieces outdoor gym equipment. Acquired May 2013 with the assistance of the Well Being Fund.	7,321.95	6,589.76	8,720.40	2
c 6 benches. 5 purchased June 2013. 1 acquired November 2014.	2,018.80	1,635.29	1,747.20	1
d 3 bins. Acquired June 2013.	796.45	645.13	687.44	1
e Church gate. Acquired June 2013.	650.00	526.50	650.00	3

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f	Bowling club security gates. Acquired June 2013.	2,650.00	2,146.50	2,650.00	3
g	Fencing from car park. Acquired June 2013.	5,600.00	4,536.00	5,824.00	3
h	Commemorative plaque. Purchased July 2013.	235.20	190.51		
i	Ping! table tennis table. Acquired September 2014.	650.00	585.00	650.00	2
j	Ludis table tennis table. Acquired December 2014.	3,468.00	3,121.20	3,468.00	2
k	5 a-side football posts. Acquired November 2014.	750.00	675.00	750.00	2
l	5 a-side football nets. Acquired November 2014.	350.00	315.00		
7	<u>Books</u>				
	Arnold Baker on Local Council Administration, 9th edition. Purchased February 2014.	63.00	51.03		
	TOTAL		54,439.70	126,134.18	

Notes

- 1 Insured under Street Furniture. Total sum insured £19,479.56
- 2 Insured under Playground Equipment (inc installation). Total sum insured £90,863.54
- 3 Insured under Gates and Fences. Total sum insured £15,791.09

Corrected version - reviewed and agreed by the Parish Council at its meeting held on 17 May 2016

Chairman: D Howson

Clerk: J Sou



APPENDIX 2

Minute 16.086.2

ABERFORD AND DISTRICT PARISH COUNCIL
ASSET REGISTER – 17 MAY 2016

Description	Acquisition cost (if known)	Current Value	Insurance Value	Notes
1 Land				
Three plots of land held in trust by the Parish Council and used for the benefit of all residents. The plots remained following the Enclosure Acts and were granted to the Parish Council by the High Court many years ago. No development value attaches to any of the plots.				
a an area around the bus turning circle at the north end of the village. Nominal value.		1.00		
b Pump Hill "village green". Nominal value.		1.00		
c Land at Becksides which was the old ford, extending both sides of Cock Beck upon the east side of the bridge and incorporating the Play Area on the north bank of Cock Beck. Nominal value.		1.00		
2 Market Cross				
Listed pre-1644 stone pillar. Restored by public subscription in 1911. Sited close to the entrance of Aberford Parish Church. Nominal value.		1.00		
3 Street Furniture				
a Stone trough. Nominal value.		1.00	1,302.80	1
b 20 benches. Nominal value.		20.00	5,184.39	1
c Noticeboards:			2,060.00	
i. Noticeboard near junction of Bunkers Hill & Parlington Lane. Nominal value.		1.00		1
ii. Noticeboard by St John's Garth. Nominal value.		1.00		1
iii. Noticeboard on Pump Hill. Purchased December 2014.	1,964.74	1,432.29		1
d 3 grit boxes. Nominal value £1 each.		3.00		
e 4 village name stones. Purchased November 2002. Nominal value as no resale value.	3,896.00	4.00		
4 Play Area				
a Play area equipment. Nominal value as no resale value.		1.00	37,587.36	2
b Gates and fencing. Nominal value as no resale value.		1.00	6,867.10	3
5 Speed Warning Signs				
2 vehicle activated speed signs. Purchased September 2008. Repaired and converted to mains electricity May 2015. Obsolete equipment. Nominal value.	7,330.08	2.00	9,009.08	1
6 Jubilee Field				
a MUGA and tennis court, with 3m high fencing, chicane entrance and access gates. Acquired June 2013.	39,214.00	28,614.00	42,006.04	2
b 6 pieces outdoor gym equipment. Acquired May 2013 with the assistance of the Well Being Fund.	7,321.95	5,930.78	8,982.01	2
c 6 benches. 5 purchased June 2013. 1 acquired November 2014.	2,018.80	1,471.76	1,799.62	1
d 3 bins. Acquired June 2013.	796.45	580.62	708.06	1

APPENDIX 2

e	Church gate. Acquired June 2013.	650.00	421.20	669.50	3
f	Bowling club security gates. Acquired June 2013.	2,650.00	1,931.85	2,729.50	3
g	Fencing from car park. Acquired June 2013.	5,600.00	4,082.40	5,998.72	3
h	Commemorative plaque. Purchased July 2013.	235.20	171.46		
i	Ping! table tennis table. Acquired September 2014.	650.00	526.50	669.50	4
j	Ludis table tennis table. Acquired December 2014.	3,468.00	2,809.08	3,572.04	4
k	5 a-side football posts. Acquired November 2014.	750.00	607.50	772.50	4
l	5 a-side football nets. Acquired November 2014.	350.00	283.50		
7	<u>Books</u>				
	Arnold Baker on Local Council Administration, 9th edition. Purchased February 2014.	63.00	45.92		
8	<u>Miscellaneous</u>				
	2 x banners "Aberford & District Parish Council: Working for our Community". Purchased April 2016.	130.00	130.00		
TOTAL			49,076.86	129,918.22	

Notes

- 1 Insured under Street Furniture. Total sum insured £20,063.94
- 2 Insured under Playground Equipment (inc installation). Total sum insured £88,575.41
- 3 Insured under Gates and Fences. Total sum insured £16,264.82
- 4 Insured under Sports Equipment. Total sum insured £5,014.04

Reviewed and agreed by the Parish Council at its meeting held on 17 May 2016

Chairman: D Howson

Clerk: J Sou