

## **Wistow Parish Council**

### **Minutes of the Extraordinary Parish Council meeting**

**held on**

**15<sup>th</sup> June 2021 at 7.30 pm in the Chapel Hall Wistow**

**Present:** Councillors : Cllr M Hewan (Chair) Cllr O Macdonald, Cllr M Golton, Cllr R Harrison, Cllr C Tindall.

In attendance Clerk and Responsible Financial Officer Margaret Horton

Members of the Public Mr R Poskitt, Ms S Price

#### **13. Apologies for Absence.**

Apologies for absence was received from Cllr C Clark ( Vice Chair)

**Resolved that the apologies for absence be accepted**

14. Declarations of Interest from Parish Councillors

**Resolved that no Interests were declared.**

#### **15. To consider approval of the Annual Parish Council Meeting Minutes held on the 4<sup>th</sup> May 2021.**

Councillors considered the Minutes of the Annual Parish Council Meeting Minutes held on the 4<sup>th</sup> May 2021, it was proposed that the Minutes be approved.

**Resolved that the Minutes of the Annual Parish Council Meeting Minutes be approved as a correct record.**

#### **16. To consider issues raised by Members of the Public**

Jubilee Hall – Mr Poskitt asked the Parish Council to consider that they act as Trustees to the Hall and nominate one Councillor to attend Committee Meetings of the Jubilee Hall.

**Resolved that this should be discussed and considered at the next Parish Council meeting on 6<sup>th</sup> July 2021.**

Web Site – Mr Poskitt asked the Parish Council to consider the reimbursement of the cost of the site which he administrated for the last 10 years. The cost per year is £97.00, he explained that he did not want reimbursement for the previous 10 years but asked Parish Council for the forthcoming year for reimbursement of fees.

**Resolved that this should be discussed and considered at the next Parish Council meeting on 6<sup>th</sup> July 2021.**

#### **17. AGAR**

**a) To consider the Certificate of Exemption to be provided by the external Auditor.**

Councillors considered and noted the contents of the draft Certificate of Exemption (previously circulated by e mail) and agreed that the certificate should be published on the web site before 1<sup>st</sup> July 2021. Noted that the documents were required to be signed by the Responsible Financial Officer and the Chairman.

**Resolved that the Certificate of Exemption should be published on the web site before 1<sup>st</sup> July 2021 and the documents should be signed by the Responsible Financial Officer and the Chairman.**

**b) To consider the Annual Internal Audit Report**

Councillors considered and noted the contents of the report .

**Resolved and noted that the Annual Internal Audit Report had been authorised by the Internal Auditor.**

**c) To consider section 1 of the Annual Governance Statement 2020/2021**

Councillors acknowledged and agreed that it was their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements for the year ending 31 March 2021.

**Resolved that the section 1 of the Annual Governance Statement is approved**

**d) To consider Section 2 of the Annual Governance Statement 2020/2021**

Councillors acknowledged and agreed that the return by the Clerk and Responsible Financial Officer had been prepared by receipts and payments in income and expenditure basis following the guidance in AGAR for Smaller Authorities. It was agreed that the Chairman should confirm these Accounting Statements .

**Resolved that the section 2 Accounting Statements 2020/2021 were agreed and approved.**

**18 To consider and approve the period for exercise of public rights and other information required by Regulation 15(2) Accounts and Audit Regulations 2015**

Councillors determined that the AGAR would be posted on the web site and notice boards with effect from Wednesday 16<sup>th</sup> June 2021 for 20 working days.

**Resolved that the AGAR be posted as a correct record on the web site and notice boards with effect from Wednesday 16 the June 2021 for 20 working days.**

**19 To consider the formation of proposed Committees/Working Groups and appoint Members of the Council to each**

- Cemetery
- Finance
- Staffing
- Procedures and Policies
- Playground and playing field
- Web site

Councillors discussed the groups and agreed to 2 Committees Finance, Staffing and 4 Working Groups Cemetery, Procedures and Policies, Playground and playing field, and web site. Councillors agreed the following members of each group.

**Finance Committee**

Cllr M Hewan

Cllr O MacDonald

**Staffing Committee**

Cllr O Macdonald

Cllr R Harrison

**Cemetery working group**

Cllr C Clark

Cllr M Golton

Cllr C Tindall

**Procedures and Policy working group**

Cllr R Harrison

Cllr C Clark

**Playground and playing field working group**

Cllr R Harrison

**Web site working group**

Cllr O Macdonald

Margaret Horton

It was agreed that the Clerk draft Terms of Reference for each group and discuss at the next meeting.

**Resolved that :**

**Committees be established for Staffing, Finance, Working Groups be established for Cemetery, Procedures and Policy, Playground and playing field, and web site .Clerk to draft Terms of Reference and circulate prior to the next meeting for consideration**

**20 To consider the Co-option of a new Councillor and the process to follow.**

Clerk informed Councillors that the Public Notice had now ceased and that Selby District Council had informed Council that no Election had been called so the council were able to co-opt a Councillor. Clerk informed Councillors that a notice had been posted on the web site and notice boards asking for application the closing date to

be Friday 18<sup>th</sup> June 2021. Clerk informed Councillors that she had put together a candidate pack of information to be given to each potential candidate. Dates were discussed and it was agreed that they should be held on Tuesday 29<sup>th</sup> June 2021 commencing at 7.00pm via zoom. Clerk to arrange a physical meeting to vote and agree on suitable candidate.

**Resolved that interviews for the Co-option of Councillor will take place on Tuesday 29<sup>th</sup> June 2021 commencing 7.00pm via zoom, and physical meeting to be arranged to vote and agree suitable candidate.**

**21 Financials:**

a) Councillors received the bank statement 441 dated 20 April until 19 May 2021. (previously circulated by e mail)

b) Councillors received the bank reconciliation ( previously circulated by e mail)

c) Councillors considered the list of payments (previously circulated by e mail)

**Resolved that :**

**The bank statement be noted**

**The bank reconciliation be noted**

**The list of payments be approved as follows:**

Date	Amount	To	Details
13/5/21	48.00	YLCA	Induction Training M Horton
24/5/21	412.37	Clerk	April/May payroll & allowances
24/5/21	85.98	Clerk	Office expenses
24/5/21	367.20	A Hammond	Cemetery works
25/5/21	10.00	YLCA	Recording of Cemetery Training
2/6/21	18.56	EON	Village Green electricity
3/6/21	70.00	Crombie Wilkinson	Land search and registration for Cemetery

**d) To consider and approve the Clerk,s level of expenditure authority**

Councillors were made aware of the level of delegation/authority of the previous Clerk of £500, which would cover invoices and payments that were mandatory. The Clerk explained that at the present time she was sending cheques with 2 signatures but did advise Councillors that she was pursuing Internet banking with HSBC. It was also noted that Standing Orders would need to be revised and approved prior to this delegation taking effect.

**Resolved that Clerks level of authority/delegation would be £500 for mandatory invoices and payments. Internet Banking should be pursued. Standing Orders would be revised and be brought to the next meeting for Councillors to consider.**

**22. To consider the assignment of a members of the Council to check the Clerk, monthly time sheet and submission to Autela Payroll Services.**

After discussions Councillors agreed that Cllr M Hewan should undertake this role.

**Resolved that Cllr M Hewan should check and submit Clerk's monthly time sheet to Autela Payroll Services.**

**23. Wistow Charities ; To receive an update as to the position of the Parish Councils nominated Trustees to the Wistow Church School Charity and the Wistow Relief in Need Charity.**

Cllr M Hewan explained to Councillors that the previous Councillor had stepped down for the position of Trustee on Wistow , he explained that Wilkinson Crombie the Solicitors would be writing to the Council requesting to nominate two Trustees.

**Resolved that Councillors noted and agreed that further discussion would be required to determine the named Trustees for both Charities.**

**24. To consider the "Get It Right Scheme " provided by the YLCA for support of up to 6 months for the Council,Clerk and Chairman free of charge.**

Cllr Hewan explained the scheme to Councillors and what it involved. It was seen by all Councillors that it would be an excellent opportunity of improving how the Parish Council operated. The Clerk requested dates on when the Councillor training could take place the following dates were proposed 14,16 or 21 September 2021. It was noted that the training would be undertaken via zoom.

**Resolved that the Parish Council would participate in the "Get it Right Scheme" and dates for the training of Councillors should be given to YLCA.**

Meeting closed at 8.20 pm

Margaret Horton

Clerk and Responsible Financial Officer