## **Harby Parish Council Minutes**

## **Annual Parish Council Meeting**

Friday 05 June 2015 at Harby Village Hall

Start: 19:30 Finish: 20:05 Reference: 085/15

<u>Councillors Present:</u> Richard Croft (RC), Diane Quibell (DQ), Jayne Rose (JR) and Rachel Thursby (RT). Cllr Clarke (NSDC).

Clerk: Lydia Smithson

Item	Title and Decision	Action Required
085/15/1	Councillors Acceptance of Office Received	-
	Election of the Chairman and sign acceptance of office It was resolved that RC is to be Chairman.	-
085/15/2	<b>Election of Vice Chairman.</b> It was <u>resolved</u> that CN is to be Vice-Chairman.	LS.
085/15/3	<b>Apologies for Absence.</b> John Howard, Caroline Nolan, and Stuart Parkin.	-
085/15/4	Declarations of Interest.  RC item 085/15/7a.vi - Risk Management Policy (Jowett's Wood).	-
085/15/5	Financial Items  a. It was <u>resolved</u> to approve the additions to the following minutes for payments agreed but missed in error:	-
	Ref 065/14 - £16.08: Medleys Will Interest 2012/13 and 2013/4 (50% of the annual interest is required to be passed onto All Saints Church Harby)	
	Ref 069/14 - £6.40: Postage for 2013/14 Annual Audit	
	Ref 073/14 - £70.00: Land Registry Voluntary First Registration Ref 073/14 - £25.99: Glasdon dog waste bin post fixings	
	b. It was <u>resolved</u> to approve the end of year accounts.	-
	c. It was <u>resolved</u> to approve the end of year reconciliation for 2014/15: Balance £8,479. Payments £6,463. Receipts £4,627.	-
	d. Feedback from councillor internal audit: Deferred until next meeting.	LS pass documents to CN for audit.
	e. It was <u>resolved</u> to approve the Annual Return including the Accounting Statements and the Annual Governance Statement.	LS post.
	f. It was <u>resolved</u> that JR, SP and RC will be the banking signatories for 2015/16.	LS.
	g. The banking arrangements were reviewed. It was resolved to keep the banking with Natwest and to	LS.

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	investigate moving one savings account (Medleys Will) to a 95 day access account with slightly improved interest.	
	h. Councillors to review their Declarations of Interest Form and notify clerk of any changes.	All Councillors. LS.
	i. The Council <u>resolved</u> to maintain its National Association of Local Council membership and the Society of Local Council Clerks membership.	LS.
085/15/6	Insurance It was <u>resolved</u> to approve the arrangements for insurance cover in respect of all insured risks. Four quotes were reviewed. A three year agreement with Aviva through Came and Co at £278.80 annually was agreed.	LS. SP review.
085/15/7	Policies and Procedures  a. Following their review, it was resolved to approve the:  i. Standing Orders  ii. Financial Regulations  iii. Asset (and Disposal) Register  iv. Complaints Procedure  v. Freedom of Information Publication Scheme  vi. Village Welcome Pack  vii. Disciplinary Procedure  viii. Grievance Procedure	LS upload online.  JR provide Welcome Pack information.
	b. The Risk Management Policy was deferred.	Councillors read in detail for July meeting.
085/15/8	Review progress against aims and objectives of the council	Defer to next meeting.
085/15/9	Website The new website was reviewed.	RC pictures. LS finish site and investigate hosting.
085/15/10	Closed Session: Review, conditions and performance of existing workers.  The clerk's review of pay, conditions and performance and objective setting for 2015/16 was deferred.	LS share appraisal form.

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