

**Minutes of the Annual Meeting of the Full Council, Yaxley Parish Council  
held in the Council Chamber, the Amenity Centre, Main Street, Yaxley  
on 14th May 2019.**

Present:- Councillors R Butcher, R Doncaster, J Lusted, S McMullon, G Needham, M Oliver, D Porteous, S Sanderson, S Wayland, S White and A Wood.

In attendance – Mrs H Taylor – Clerk and two members of the public.

**FC1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR AND ACCEPTANCE OF OFFICE**

On the proposition of Councillor D Porteous, seconded by Councillor M Oliver, it was unanimously **RESOLVED** that Councillor R Butcher be elected Chairman of the Council, and thereby Lord of the Manor, for the ensuing year.

*(Following which Councillor R Butcher read and signed the Declaration of Officer.)*

**FC2. ELECTION OF VICE CHAIRMAN**

On the proposition of Councillor D Porteous, seconded by Councillor R Butcher, it was **RESOLVED** unanimously that Councillor M Oliver be elected Vice Chairman of the Council for the ensuing year.

**FC3. APOLOGIES**

Apologies for absence from the meeting were received and accepted on behalf of Councillors K Gulson, P Richardson, P Russell (all personal reasons), S White and M Southgate (both work commitments).

**FC4. DECLARATION OF INTERESTS**

Councillor G Needham declared a pecuniary interest in item FC15 by virtue of being one of the organisers for the Yaxley Vintage Festival and did not partake in the vote thereon.

In receiving a schedule of requests for disclosable interests (a copy of which is appended in the Minute Book) Councillor J Lusted proposed that the list be received and the requests granted. This was seconded by Councillor M Oliver and **RESOLVED** unanimously.

**FC5. MINUTES**

Councillor D Porteous proposed approval of the Minutes of the meeting of the Council held 9<sup>th</sup> April 2019. This was seconded by Councillor S Wayland and **RESOLVED** unanimously.

**FC6. PUBLIC PARTICIPATION**

No member of the public wished to speak.

**FC7. COMMITTEE REPORTS**

**FC7.1 PLANNING COMMITTEE**

Members received and noted the draft Minutes of the Planning Committees held on 23<sup>rd</sup> April 2019.

**FC7.2 COMMUNITY FACILITIES COMMITTEE**

The Minutes of the Community Facilities Committee held on 23<sup>rd</sup> April 2019 were received and noted. With regard to Minute No. CF80, External Tree Survey, it was proposed by

Councillor D Porteious, seconded by Councillor M Oliver and unanimously **RESOLVED** that Financial Regulations 10.3 and 11 (a i) be waived and the quote from P R Newson to undertake an external tree survey of the Councils tree stock in the summer be accepted.

**FC8. REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES, REGULATIONS AND DELEGATED POWERS**

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members' attention was drawn to an annual requirement within Standing Orders to review working policies and procedures of the Council.

Members were reminded that during the past 7 months the Policy and Procedure Working Group had scrutinised a number of policies. Whereupon, it was proposed by Councillor J Lusted that the work of the Working Group be noted. This was seconded by Councillor E Gilchrist and **RESOLVED**.

**FC9. COMMITTEE MEMBERSHIP**

Councillor G Needham proposed that the following appointments be approved:

Community Facilities: Councillors R Butcher, K Gulson, J Lusted, S McMullon, G Needham, M Oliver, D Porteious, P Richardson, M Southgate and S Wayland.

Planning: Councillors R Butcher, R Doncaster, E Gilchrist, S McMullon, M Oliver, P Russell, A Wood and 1 vacancy.

Property: Councillors R Butcher, R Doncaster, G Needham, M Oliver, D Porteious, S Sanderson, M Southgate, S Wayland, S White and 1 vacancy

Personnel: Councillors E Gilchrist, J Lusted, K Gulson, P Richardson, P Russell, S Sanderson, S White and A Wood

This was seconded by Councillor S Wayland and unanimously **RESOLVED**.

**FC10. APPOINTMENT OF WORKING GROUPS**

Councillor J Lusted proposed that the following appointments to Working Groups be made for 2019/20:

Yaxley and Farcet Working Group: Councillors K Gulson and S Wayland;

Yaxley Charities: Councillor J Lusted;

Policies and Procedures Working Group: Councillors K Gulson, J Lusted, M Oliver, P Russell and A Wood.

This was seconded by Councillor E Gilchrist and **RESOLVED** unanimously.

**FC11. ALLOTMENT INSPECTIONS**

Councillor M Oliver proposed that Councillors R Butcher and J Lusted be appointed to undertake the allotment inspections. This was seconded by Councillor S Sanderson and unanimously **RESOLVED**.

**FC12. GENERAL POWER OF COMPETENCE**

Members were provided with details on the General Power of Competence and what actions to take should they decide to use it (a copy of the report is appended in the Minute Book).

Whereupon, Councillor J Lusted proposed that:

- the report on the General Power of Competence be received and the content noted; and
- it be agreed the Council meets the eligibility criteria required to use the Power of Competence at this point in time.

This was seconded by Councillor M Oliver and unanimously **RESOLVED**.

**FC13. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES**

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members reviewed the Council's and employees' membership of other bodies. Whereupon, Councillor M Oliver proposed that they remain Members of:

- Cambridgeshire and Peterborough Association of Local Councils (CAPALC);
- The Institute of Cemetery and Crematorium Management (ICCM);
- Cambridgeshire ACRE; and
- The Society of Local Council Clerks (SLCC).

This was seconded by Councillor J Lusted and **RESOLVED**.

**FC14. LIST OF LAND AND BUILDING ASSETS**

Members received and noted a schedule of land and building assets owned by the Parish Council which is available on the Council's website as required by the Local Government Transparency Code.

**FC15. SECTION 137 BUDGET – AWARD OF GRANT**

Councillor D Porteious proposed that an award of £250 be made to the Yaxley Library for the Summer Read and £150 to Yaxley Scouts and Guides for the Yaxley Vintage Festival. This was seconded by Councillor M Oliver and unanimously **RESOLVED**.

**FC16. BUDGET V ACTUAL**

Members received and noted a budget monitoring report (a copy of which is appended in the Minute Book) showing the position of the budget as at 31<sup>st</sup> March 2019 compared to that agreed.

**FC17. FINANCIAL STATEMENTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2019**

In receiving the Financial Statements for the year ended 31<sup>st</sup> March 2019 (a copy of which is appended in the Minute Book) Members were apprised of the income and expenditure figures for the year.

Given the information before them and in noting that the Council is currently in a healthy position, Councillor R Doncaster proposed that the Financial Statements for year ending 31<sup>st</sup> March 2019 be approved. This was seconded by Councillor J Lusted and unanimously **RESOLVED**.

**FC18. INTERNAL AUDITORS REPORT 2018/19**

Councillor G Needham proposed that the Internal Auditor's report for the year ending 31<sup>st</sup> March 2019 be received. This was seconded by Councillor S Wayland and **RESOLVED** unanimously. With regard to the Auditor's recommendation on a non-collection of payment by the pension provider in 2014, Members noted that that an email had been sent to LGSS to clarify the situation.

**FC19. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2018/19**

A review of the effectiveness of the Internal Audit for 2018/19 was proposed for approval by Councillor D Porteous and seconded by Councillor E Gilchrist. This was unanimously **RESOLVED**.

**FC20. TERMS OF REFERENCE FOR THE INTERNAL AUDITORS 2019/20**

In reviewing the Council's internal audit work, the following requirements were proposed by Councillor S Wayland:

- Check the effectiveness and efficiency of systems and policies of the Council and Trust;
- Check compliance with laws and regulations including the new GDPR;
- Check the reliability and accuracy of financial and operational information;
- Follow up on recommendations included in previous audit reports;
- Provide professional services to the Council with regard to management reports, verification of accuracy and to make recommendations.

This was seconded by Councillor B Doncaster and unanimously **RESOLVED**.

**FC21. APPOINTMENT OF INTERNAL AUDITORS FOR 2018/19**

Members gave consideration to the appointment of an Internal Auditor for the financial year 2019/20. Whereupon, it was proposed by Councillor A Wood that Moore Stephens be re-appointed as Internal Auditor. This was seconded by Councillor J Lusted and unanimously **RESOLVED**.

**FC22. ANNUAL RETURN FOR FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH 2019**

The Annual Return and Statement of Governance, which included the conclusions of the Internal Auditor, (a copy of which is appended in the Minute Book) was submitted to Council for adoption before submission for audit. Having been satisfied that the Council was in a position to answer yes to the accounting statements and in noting the Internal Auditor was contented that the accounts presented today were correct it was:

- (a) proposed by Councillor M Oliver that the Annual Governance Statement 2018/19 be approved and the Chairman and the RFO be authorised to sign the document, this was seconded by Councillor J Lusted and unanimously **RESOLVED**; and
- (b) proposed by Councillor J Lusted that the Accounting Statements 2018/19 be approved and the Chairman be authorised to sign them on behalf of the Parish Council. This was seconded by Councillor M Oliver and **RESOLVED** unanimously.

**FC23. BANK RECONCILIATION STATEMENT**

Councillors received and noted the contents of the Bank Reconciliation Statement as at 30<sup>th</sup> April 2019 (a copy of which is appended in the Minute Book).

**FC24. ORDERS FOR PAYMENT**

The schedule of payments made since the previous meeting, which included details of the purchase ledger cheques requiring payment, (a copy of which is appended in the Minute Book) was proposed by Councillor D Porteous, seconded by Councillor M Oliver and **RESOLVED** by a unanimous vote to be paid.

## **FC25. FREEDOM OF INFORMATION REQUESTS**

Members received a report (a copy of which is appended in the Minute Book) detailing one freedom of information request received during the period 1<sup>st</sup> May 2018 and 30<sup>th</sup> April 2019.

## **FC26. REPORTS FROM REPRESENTATIVES**

The Chairman thanked Councillor M Oliver and his staff at Fenland Stoneworks for helping with the dismantling of the infrastructure for the Festival. Councillor M Oliver added that thanks should also go to the Clerk, Jason Thorne and Pete Marchant of the Parish Council's Grounds Team and to Des Watt and Yaxley Football club for the lend of rolling equipment.

Having been advised by the Chairman that Simon White had, due to work commitments, decided to resign from the Parish Council, Members placed on record their thanks for his contribution over the past 5 years.

## **FC27. EXCLUSION THE PRESS AND PUBLIC**

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor J Lusted and seconded by Councillor M Oliver that the meeting should be closed to the press and public at 8.05pm.

## **FC28. INSURANCE**

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) Members considered the renewal of the Council's insurance policy with Aviva along with details of one outstanding claim and a suggestion that the Council's premises be revalued.

Members were reminded that the policy was due for renewal on 1<sup>st</sup> June 2019 but due to an ongoing claim it had not been possible to undertake a review this year. However, it was reported that the Clerk had met with BHIB to go through the items on the list to make sure there were no discrepancies and she was pleased to report that the annual premium was lower than previous years. Having discussed the benefits of taking out cyber crime insurance and of carrying out a revaluation of the Council's property, Councillor D Porteous proposed that

- a further three year Local Council Combined Policy be taken out with Aviva through BHIB insurance at cost of £10,127.62, inclusive of IPT;
- Barrett Corp Harrington be appointed to undertake a rebuild valuation for the Council's property; and
- Cyber crime insurance be investigated further and if found to be compatible with the Parish Council's systems then the cover be taken out with BHIB at a cost of £299.

This was seconded by Councillor G Needham and **RESOLVED.**

## **FC28. VAN PURCHASE**

With the assistance of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) Members considered replacing the 54 plate Suzuki carrier van used by the Grounds Team. Having discussed the options detailed in the report and in agreeing that an electric vehicle was proving hard to source and appeared well beyond the Council's budget, Councillor D Porteous proposed that the Clerk be authorised to

purchase a pre registered doblo van, subject to a satisfactory test drive and pre purchase checks. This was seconded by Councillor S Wayland and **RESOLVED** unanimously.

**FC29. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.**

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor J Lusted and seconded by Councillor M Oliver that the press and public should be readmitted to the meeting.

Meeting closed at 8.05pm

Signed .....

Chairman.

**DRAFT**