



## Minutes of the Acaster Malbis Parish Council Meeting on 15 May 2023

**Venue:** Acaster Malbis Memorial Hall – Annual meeting on 15 May 2023 at 19:30.

**CIIs:** G Taylor (Chair), R Jones, J Newark, I Nilsson-Forrest, J Redfearn, D Walker, L Welch

**Clerk:** C Booth

**Others:** Ward Councillor M Nicholls and no members of the public.

### 1 Election of Chair for the 2023/24 council year

1.1 Cllr Taylor was proposed and seconded to be re-elected as chair. There were no other nominations and therefore, with a unanimous vote it was

**Resolved:** That Cllr Taylor be re-appointed as chair for the council year.

Cllr Taylor signed the Declaration of Office of Chair which was countersigned by the clerk as proper officer of the council.

### 2 Local Elections 4 May 2023

2.1 G Taylor (Chair), R Jones, J Newark, I Nilsson-Forrest, J Redfearn, D Walker, L Welch were elected as parish councillors for Acaster Malbis.

2.2 All councillors signed a Declaration of Office in front of the proper officer prior to the start of the annual meeting.

2.3 M Nicholls was elected as councillor for the ward of Bishopthorpe.

### 3 Election of Vice-Chair for the 2023/24 council year

3.1 Cllr Walker was proposed and seconded to be re-elected as vice-chair. There were no other nominations and therefore, with a unanimous vote it was

**Resolved:** That Cllr Walker be re-appointed as vice-chair for the council year

Cllr Walker signed the Declaration of Office of Vice-Chair which was countersigned by the clerk as proper officer of the council.

### 4 Apologies

4.1 All councillors were present.

### 5 Declarations of Interest

5.1 No declarations of interest were received from councillors on items on the agenda.

5.2 No requests for dispensations for disclosable pecuniary interests.

5.3 No requests for dispensation were granted.

### 6 Council Minutes

6.1 Minutes of the council meeting on **17 Apr 2023** were circulated to all councillors. It was

**Resolved:** That these minutes represent a true and correct record and be duly signed by the chair.

## **7 Public Participation**

7.1 No members of the public who were present requested to speak at the meeting.

## **8 Planning Applications**

8.1 No new planning applications were been received prior to the meeting.

## **9 Planning Decisions**

9.1 No new planning decisions have been received since the last meeting.

## **10 City of York Council Ward Member Report**

10.1 Cllr Nicholls advised that he had attended his first meeting as councillor and that full committee membership will not be decided until 25 May 2023.

10.2 Cllr Nicholls advised he plans to attend council meeting where family commitments permit.

## **11 Financial matters**

11.1 After considering the payments as detailed in Appendix 1, it was  
**Resolved:** That the payments are approved and should be settled.

11.2 The receipts as detailed in Appendix 2 were noted.

11.3 After considering the bank reconciliation report up to **30 April** in Appendix 3, it was  
**Resolved:** That the bank reconciliation report up to 30 April 2023 was approved.

11.4 Internal bank controls were undertaken prior to the meeting by Cllr Redfearn for the month of April 2023.

## **12 Annual Governance and Accountability Return**

12.1 After reviewing the exemption criteria for 2022/23, it was  
**Resolved:** That the council meets the exemption criteria as set out in section 9 of the Local Audit Regulations (2015) and the Certificate of Exemption should be signed by the chair and responsible financial officer and sent to the external auditor.

12.2 The report from the internal auditor for 2022/23 was discussed and agreed that action will be taken to address the findings in time for the next audit.

12.3 After considering the Annual Governance Statement for 2022/23, it was  
**Resolved:** That the council approved the Annual Governance Statement for 2022/23 and agreed that it should be signed by the chair and clerk.

12.4 After considering the Accounting Statements for 2022/23, it was  
**Resolved:** That the council approved the Accounting Statement for 2022/23 and agreed that it should be signed by the chair and responsible financial officer.

12.5 To approve publication of the documents required by the AGAR process for 2022/23. It was  
**Resolved:** That the AGAR documents for 2022/23 should be published.

12.6 It was agreed that that the public rights period would be from 5 June 2023 to 14 July 2023.

## **13 Clerk's Report**

13.1 The LGA 1972 s137 allowance has been set at £9.93 per elector for the current council year giving an approximate maximum permitted spend of £7,720.

13.2 The COYC website has an entry for 'Large patching' for Intake Lane between Manor Farm and Lakeside that should address the long standing pot-hole issues on the road.

13.3 The Financial Regulations 6.20 does not permit the use of personal cards for the purchase of items. A pre-paid card or a credit card should be issued to the clerk for council use.

13.4 Marketing and organisational assistance was offered to a charitable event in the Memorial Hall called 'CSI: Newark'. The event was attended by 90 people and raised £360 for charity.

#### **14 Council Meeting Dates**

14.1 It was agreed that the meeting dates for 2023/34 will be.

15 May	annual meeting (election of chairman)
12 June	ordinary meeting
10 July	ordinary meeting
11 September	ordinary meeting
9 October	ordinary meeting
13 November	ordinary meeting
8 January	ordinary meeting
12 February	ordinary meeting
11 March	ordinary meeting
18 March	annual meeting of the parish
8 April	ordinary meeting

#### **15 Balsam Bash 2023**

15.1 Some promotion of the event has taken place, and more promotion will take place after the May Festival including posters and Facebook posts.

#### **16 Coronation of King Charles III**

16.1 Due to the weather there were fewer people attending than for the Platinum Jubilee event, but the feedback was positive from those that attended.

#### **17 Appointment of Planning Coordinator**

17.1 It was agreed that Cllr Walker would be responsible for reporting of planning matters the council.

#### **18 Appointment of Grass Cutting Coordinator**

18.1 It was agreed that Cllr Taylor would be responsible for organising grass cutting and verge maintenance.

#### **19 Appointment of Internal Control Monitors**

19.1 It was agreed that Cllrs Jones, Nilsson-Forrest and Redfearn would provide internal control and monitoring services.

#### **20 Appointment of Local Council Association Representatives**

20.1 It was agreed that Cllrs Nilsson-Forrest and Walker would be the representatives to the Yorkshire Local Councils Association.

#### **21 Appointment of Police Community Liaison**

21.1 It was agreed that Cllr Newark would be responsible for police liaison.

#### **22 Appointment of Emergency Planning Coordinator**

22.1 It was agreed that Cllr Newark would be the council's Emergency Planning Coordinator.

#### **23 Appointment of Memorial Hall Trustee**

23.1 To note that Mr Adam Doyle was appointed as a Memorial Hall trustee at the AGM of the Memorial Hall Committee (2022/23:178.1).

## **24 Review of Standing Orders**

24.1 Upon review it was agreed that the Standing Orders would be updated to incorporate the latest Model Standing Orders (April 2022) and to address the comments from the internal audit.

## **25 Review of Financial Regulations**

25.1 Upon review it was agreed that the Financial Regulations would be updated to incorporate the latest Model Financial Regulations (Feb 2023) and to address the comments from the internal audit.

## **26 Review of Code of Conduct**

26.1 Upon review it was agreed that the Code of Conduct would be re-written based upon Model Code of Conduct (May 2021).

## **27 Review of Financial Risk Assessment**

27.1 Following a review of the updated Financial Risk Assessment, it was  
**Resolved:** That the council approve and adopt the Financial Risk Assessment (DR025-2).

## **28 Policies to be Reviewed**

28.1 Following a review of the updated Equality and Diversity Policy, it was  
**Resolved:** That the council approve and adopt the Equality and Diversity Policy (DR019-2).

28.2 The following policies and procedures will require review in the current council year:  
• Display Screen Equipment Policy.

## **29 Review of Insurance Cover and Asset Register**

29.1 After review it was agreed that the Asset Register was a true reflection of the council's assets.  
29.2 After review It was agreed that the current insurance cover is adequate for the current business activities of the council.

## **30 Review of Membership of Other Bodies**

30.1 It was agreed that the council should remain a member of YLCA (including NALC affiliation), and ICO.  
30.2 It was agreed that clerk's membership should be continued at the renewal premium of £112.

## **31 Review of Expenditure under s137 of the Local Government Act 1972**

31.1 No expenditure was made under s137 of the LGA 1972 during the financial year 2022/23.

## **32 Correspondence**

32.1 White Rose Update (24 Apr, 5 May) – noted.  
32.2 Law and Governance May 2023 – noted.  
32.3 YLCA Training and Discussion Forum bulletin 10-20 May – noted.  
32.4 North York PFCC change of address – noted.  
32.5 Clerks and Councils Direct May 2023 – noted.  
32.6 Weekly list of planning applications from COYC – noted.

## **33 Training and Employment**

33.1 There were no reports of training or external meetings.  
33.2 It was agreed that Cllrs Nilsson-Forrest and Welch should attend the 'Off to a Flying Start' webinars from the YLCA.

**34 Policing and Security**

- 34.1 The UK Crime Stats website was now a premium service, and that going forward the crime figures would be obtained from the Police UK website.
- 34.2 It was noted from the Police UK website:
  - March 2023: 0 reported crime.

**35 Information or items for inclusion on next meeting agenda**

- 35.1 The following items should be included on the next agenda.
  - To consider the Local Council Award Scheme.
  - To note ideas for a medium and long-term business plan.
- 35.2 Cllr Jones advised that the preparations for the May Festival are in hand and that the most recent weather forecast should provide us with another good festival event.

**36 Date of the Next Meeting**

- 36.1 The next ordinary meeting of the council will be held on 12 June 2023 in the Memorial Hall.

Chairman .....

Date approved: 12 Jun 2023

Acronyms:

AMPC	Acaster Malbis Parish Council	COYC	City of York Council
AMMH	Acaster Malbis Memorial Hall	YLCA	Yorkshire Local Council Association
NALC	National Association of Local Councils	ICO	Information Commissioners Office
PFCC	Police, Fire & Crime Commissioner		Annual Governance and Review

## Appendix 1

### Payments to note/approve

To whom	Description	Total
First Rescue Training and Supplies Ltd	Defibrillator Maintenance	74.40
BHIB Insurance Brokers	Insurance Premium	584.95
Yorkshire Local Councils Associations	Internal Audit Fee	155.00
Toolstation	Protective flooring	25.48
HSBC Bank	Bank Charges	8.00
	<b>Total</b>	<b>£847.83</b>

**Transfer of £847.83 from Money Manager to Current Account.**

## Appendix 2

### Receipts to note

From whom	Description	Total
HMRC	VAT Refund	629.35
City of York Council	1 <sup>st</sup> Precept payment	2276.50
	<b>Total</b>	<b>£2905.85</b>

## Appendix 3

### Bank Reconciliation

Bank	On		Total
HSBC Money Manager	30/04/2023		13,547.93
HSBC Community Account	30/04/2023		500.00
Petty Cash	30/04/2023		0.00
		<b>Total (A)</b>	<b>£14,047.93</b>

  

Cash Book	On		Total
Cash in hand	01/04/2023		11,842.33
Receipts to date	30/04/2023		2,905.85
Payments to date	30/04/2023		-700.25
		<b>Total (B)</b>	<b>£14,047.93</b>

As totals **A = B** there no issue to report.