

# DEIGHTON PARISH COUNCIL

## ANNUAL MEETING OF THE COUNCIL

Councillors are summoned to the Annual Meeting of Deighton Parish Council to be held on Monday 24<sup>th</sup> May 2021 in Escrick Village Hall at 7.30pm.

Chairman: Cllr S Hardcastle

Acting Clerk/RFO: Mrs J Fletcher, Epplsworth, Main Street, Deighton, York YO19 6HD  
[deightonpc@gmail.com](mailto:deightonpc@gmail.com)

### AGENDA – ANNUAL MEETING

- 21001 Chairman's Welcome
- 21002 Election of Chairman
- a) To accept nominations and elect the Chairman for the forthcoming year
  - b) The elected Chairman to sign the Declaration of Office form
- 21003 To receive apologies for absence and approve reasons for absence
- 21004 Election of Vice Chairman
- a) To accept nominations and elect the Vice Chairman for the forthcoming year
- 21005 To receive any declarations of interest
- 21006 All Councillors to sign new Declaration of Interest forms
- 21007 To appoint representatives to:-
- a) YLCA meetings
  - b) Health & Safety responsibility
  - c) Publicity Officer
  - d) HR Panel
- 21008 To confirm **Standing Orders** adopted on 8<sup>th</sup> October 2018 in line with the updated financial Regulations and to consider whether additional Standing Orders or amendments to the existing ones are required.
- 21009 **Internal Control** – To review and consider the effectiveness of the following areas of Internal Control and decide on any necessary action.
- a. To consider and/or confirm the Annual Review of the System of Internal Control
  - b. To appoint the Internal Auditor for 2021-22 and confirm the audit plan
  - c. To appoint the Responsible Financial Officer
  - d. To confirm the Risk Management Policy adopted April 2021
  - e. To confirm the Financial Regulations adopted April 2021
  - f. To note the Asset Register dated March 2021
  - g. To receive and consider insurance quotations and to decide on insurance renewal on 1 June 2021
  - h. To note the bank reconciliation for 2020/21
- 21010 To confirm health & safety policy.
- 21011 To resolve to renew annual membership of YLCA
- 21012 To resolve to use the services of Autela Payroll when a new Clerk is appointed and to confirm that when appointed the Clerks wages will be in accordance with NJC agreement for local government workers and that staff are eligible to join the North Yorkshire Pension fund. To decide on the frequency of Staff performance reviews
- 21013 To set the times, dates and place of ordinary meetings of the full council for the forthcoming year.

- 21014 To sign the AGAR Exemption Certificate to confirm that the (Councils income and expenditure is below £25,000
- 21015 To consider the Annual Governance Statement for 2020/21 for approval by resolution.
- 21016 To consider the Accounting Statements for 2020/21 signed by the RFO for approval by resolution.
- 21017 Chairman to sign and date the Accounting Statements
- 21018 To set the period for the exercise of public rights to inspect the unaudited Annual Governance & Accountability
- 21019 To confirm that in accordance with the Accounts and Audit Regulations 2015 SI 2020 /404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, Deighton Parish Council will publish the following documents on a public website:-
- Annual Internal Audit Report
  - Section 1 Annual Governance Statement 2020/21
  - Section 2 – Accounting Statements 2020/21
  - Analysis of Variances
  - Bank Reconciliation to 31 March 2021
  - Notice of the period for the exercise of public rights and other information

Closure of Annual Meeting and opening of ordinary meeting.

## **AGENDA FOR ORDINARY MEETING**

- 21020 Chairman's **Welcome**
- 21021 To receive **apologies** and approve reasons for absence
- 21022 To receive any **declarations** of Interest
- 21023 To receive and approve the **minutes** of the meeting of full council held 12 April 2021
- 21024 Public Forum and any reports from Police and Ward Councillor
- 21025 Vacancy for Clerk – progress report
- 21026 Councillor Vacancies – to receive any applications for co-option
- 21027 Neighbourhood Plan – Progress report
- 21028 Speed Monitoring/Cameras – VAS Report/Update from Councillor Chambers
- 21029 Disaster Emergency Plan – Progress report from Councillor Henshall
- 21030 **Finance**
- To approve the following invoices for payment
- a) Reimbursement to Cllr Hardcastle for stationery, hard drives and postage stamps for neighbourhood plan distribution.  
Vision ICT – website hosting £150
  - b) Bank Reconciliation
  - c) Receipts – First instalment precept and Vat refund
- 21031 **Planning**
- Deighton Lodge Limited Rush Farm (Game Farm) York Road Deighton York  
Variation of condition 4 of planning permission 16/00267/FUL to alter the number of weddings that can be held in 2022 and 2023 from 15 per year to 38 in total (average of 19 per year) over the course of 2022 and 2023.

21032

**Internal Audit Report**

To consider the internal audit report for 2020/21 and to decide on appropriate action.

21033

Closure of Meeting