

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## OFFICIAL NOTICE OF THE ANNUAL MEETING OF THE GROUPED PARISH COUNCIL (SERVING KIRKBYMALZEARD AND LAVERTON PARISHES) 2025

Monday 19<sup>th</sup> May 2025 6.00pm KM Mechanics Institute Annexe

### MINUTES

1. **Election of Chair and Vice-Chair.** – Cllr P Manson was Elected Chair and completed the 'Acceptance of Office' form. Election of Vice Chair was deferred to the next ordinary meeting of the Parish Council
2. **Welcome to the new Parish Council. Apologies for absence from Councillors** – Cllr Manson welcomed the new Council. Cllr C Floyd sent apologies for absence – this was accepted.
3. **Finance Documents 2024-25. Consider and approve the following documents on which the Accountability Return is based;**
  - a) Receipts - approved
  - b) Payments - approved
  - c) Bank Reconciliation - approved
  - d) Cash Book - approved
  - e) Asset and Investment Register as at 31 March 2025 - approved
4. **Annual Governance and Accountability Return 2024-25 – Exemption and Auditors Report -** Consider and approve the Annual Internal Audit Report (Page 3 of AGAR) provided by Account-Ant. Council to note the additional best practice guidance notes provided. Internal audit accepted and acknowledged.
5. **Annual Governance and Accountability Return 2024-25 – Governance** – Consider and approve Annual Governance Statement (Page 4 of AGAR). – approved and signed by the Chair and Clerk.
6. **Annual Governance and Accountability Return 2024-25 – Finance.** - Consider and approve Accounting Statements 2024-25 (Page 5 of AGAR). – approved and signed by the Chair and Clerk.
7. **Annual Governance and Accountability Return 2024-25 – Publication.** - Approve the publication of the AGAR documents on website and noticeboard in accordance with the requirements of Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, to include the Notice of the period for the Exercise of Public Rights. Clerk to forward AGAR documents to external auditor. – **Approved for publication**

**Action:** Clerk to publish the AGAR on website and noticeboards commencing 3<sup>rd</sup> June. to

include the Notice of the period for the Exercise of Public Rights. Clerk to forward AGAR documents to external auditor. Due to current internal auditor reducing business, the Clerk is to seek out a new provider for the following year via YLCA advice.

**8. Governance Documents for 2025 onwards – Approve the re-adoption with any amendments agreed of the following existing documents (see the Parish Council website for current documents):**

- a) Code of Conduct – Current document approved – noted nationally recommended revised document for Code and Conduct and standing orders available
- b) Standing Orders (including Complaints procedure, Freedom of Information and Data Protection procedures and policy re Press/Media) - approved
- c) Financial Regulations.- approved
- d) Risk Assessments Register incorporating separate Risk Assessment for Play Area. Agreed to have annual review process – Cllr Floyd to be requested to lead review of the current RAs.
- e) Publication Scheme – Clerk to review and revise as necessary.

**9. Financial matters – review and approve the following:**

- a) Insurance arrangements – approve 2025 Schedule of Assets for Insurance Purposes adding any additional items. (Clerk to email a copy to Councillors.) **Action:** Clerk to review insurance valuations for next year's assessment.
- b) Expenditure incurred under s 137 of LGA 1972 for 2024/25 (clerk to circulate) - £300 declared as grant to the pre-school.
- c) Subscriptions to YLCA. – agreed.
- d) Bank Payment arrangements: cheque, credit card and on-line payments. Approve named Cllrs as signatories and designated Primary User – Clerk to have authority to make payments. – Agreed and a further Cllr (Cllr Hughes) signatory to be added to the account for contingency security.

**Action:** Clerk to forward the necessary forms to Cllr Hughes.

- e) Sums currently available Community Sums under s106 of Town and Country Planning Act 1990 and Community Infrastructure Levy.

**Action:** Clerk to contact the relevant NYC planning officer for CIL update on sums available.

**10. Register of Interests.**

- a) Cllrs reminded to inform Clerk of any revisions necessary to forms.

**11. Representation by Councillors on other public bodies.**

- a) Kirkby Malzeard Charity Trust – Agreed Cllrs Hughes and Lobley to continue as the Parish Council representatives.

b) Approve two Councillors to have voting rights at YLCA meetings (all Councillors able to attend). – Cllrs Heap and Berry approved.

## **12. Committees.**

- a) Approve re-adoption of Terms of Reference and membership of advisory Committee known as Neighbourhood Plan Steering Group. – approved no change.
- b) Annual report from the Neighbourhood Plan Steering Group. – Update report accepted.

**13. General Data Protection Regulations** - Approve the re-adoption with any amendments agreed of the following documents: (available on the website under GDPR)

- a) Data/Information Audit
- b) General Privacy Notice
- c) Privacy Notice for Staff, Councillors and Role Holders
- d) Records Management Policy
- e) Consent Form
- f) Incident Report form
- g) Subject Access Requests (SAR) Policy
- h) Security Incident (Breach) Policy

**Action:** Clerk to review and revise as necessary all GDPR regulations on the website.

## **14. Employment.**

a) Staff Appraisal – Completed. Clerk's comments on continuity planning as advised by YLCA were accepted by the council. **Clerk to action.**

b) Clerk's Salary Review (including Homeworker Allowance) – Increment and allowance payment accepted.

**Action:** Cllr Berry to update salary with HMRC.

c) PAYE arrangements review. – Clerk updated direct debit for PAYE on Govt. Gateway HMRC portal

d) Note the existence of the following employment related documents approved in 2020: Equal Opportunities Policy, Health and Safety Policy, Workplace Pension Policy, Sickness Policy, Grievance Policy, Disciplinary Policy. (Copies held by the Clerk and Chairperson)

**Action:** Clerk to Revise and review as necessary for 2025.

**15. Review of Property Assets** as detailed in current Asset Register (Clerk emailed a copy to Councillors)

- a) Pinfold, Main Street, Kirkby Malzeard – let to Mr P Johnson.
- b) Coalpit Goal Woodyard, Kirkby Moor Road, Kirkby Malzeard – let to Mr B. Ward.
- c) Highways Yard, Laverton – let to NYC.
- d) Other Assets.

**Action:** Clerk to identify rent review dates and copy information to Cllrs.

## **16. Review of Communications - Website, Noticeboards and Social Media**

- a) Compliance with Public Sector Bodies (Website and Mobile Appliances) No 2 Accessibility

Regulations 2018 (see accessibility statement on main community website)- noted

**17. Approve dates and venues of:**

- a) Ordinary meetings of the Parish Council until end 2026. -
- b) 2026 Annual Parish Council meeting.

Dates accepted as circulated.

**18. Any Other Business:** Items not covered elsewhere on the Agenda can be raised by Councillors and Members of the Public for discussion and referral onto Agenda of next ordinary meeting.

**Date of next meeting:** Date of Next **Annual** meeting Monday 18<sup>th</sup> May 2026 at 6.00pm in the Annexe, Mechanics Institute, Main Street, Kirkby Malzeard. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk by Tuesday 12<sup>th</sup> May 2026 please.

Meeting ended at 7pm

Dated 21.05.2025

PARISH CLERK: John Collins, Conifers, Main Street, Kirkby Malzeard HG4 3RS (postal enquiries only). Tel 07794964819 Email: clerk.kmldpc@outlook.com Agenda (and General Privacy Notice) available on [www.kirkbymalzeardarea.org.uk](http://www.kirkbymalzeardarea.org.uk) Facebook: @kmldpc



