

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

ANNUAL GENERAL MEETING OF THE GROUPED PARISH COUNCIL (SERVING KIRKBY MALZEARD AND LAVERTON PARISHES) 2024

on Monday 20 May 2024 at 6pm pm in the Annex, Mechanics Institute, Kirkby Malzeard.

The meeting commenced at 6pm. Present: Councillors Pippa Manson, Geoff Loble, Geoffrey Berry, Jonathan Heap, together with the Clerk and one member of the public.

MINUTES

1. Election of Chair and Vice Chair:

The Chair requested nominations for the position of Chair of the Council for the coming year. Cllr Berry proposed Cllr Manson seconded by Cllr Heap, no other nominations were made, as a result Cllr Manson was appointed Chairman of the Council and signed the Acceptance of Office form. Cllr Manson presided over the rest of the meeting. She proposed Cllr Floyd for the position of Vice-Chair seconded by Cllr Loble. No other proposals were made and the Council voted to elect Cllr Floyd as Vice-Chair.

2. Welcome New Parish Council. Apologies for absence received and approved from C. Floyd

3. Finance: The Annual accounts and Annual Governance and Accountability Return 2023-24 - were approved at the last ordinary Meeting 29th April 2024.

4. Governance Documents.

- a. The Code of Conduct was approved and readopted – but this requires review to meet latest NALC guidelines.
- b. The Standing Orders (including Complaints procedure, Freedom of Information and DataProtection procedures and policy re Press/Media) - approved and readopted but require review in conjunction with the Code of Conduct.
- c. The Financial Regulations was approved and readopted but require review to meet latest NALC guidelines.
- d. Risk Assessments Register incorporating separate Risk Assessment for Play Area was approved and readopted. (These were reviewed and revised in 2023).

- e. Publication Scheme was approved and readopted with the Clerk to amend contact details

Action: The Chair to lead the necessary reviews – Clerk to review dates and contact details in documents

5. Financial Matters.

- a) Insurance arrangements – Schedule of Assets For Insurance Purposes approved with a review to index link the schedule of assets for next year.
- b) Expenditure incurred. Under s 137 of LGA 1972 for 2023-24 (none)
- c) Subscriptions to YLCA (agreed 29th April 2024)
- d) Bank signatory arrangements: signatories and monitors of online banking arrangements - to remain the same -The Clerk and Cllrs Floyd, Berry and Aksut.
- e) Commuted Sums and Community infrastructure Levy (CIL) - the recent update from NYC re Commuted Sums was noted. The lack of information from NYC re CIL payments was also noted. This will be investigated by the Neighbourhood Steering Group in consultation with other local Parish Councils.

6. Register of Interests.

- a) Cllrs advised to review their details and Declarations of Interests on the NYC website (see link from the PC's website) and to inform the Clerk of any revisions necessary.

Action: All Cllrs

7. Representation by Councillors on other public bodies.

- a) Kirkby Malzeard Charity Trust- Cllrs Lobley and Hughes were re-nominated. The Clerk to inform The Charity Trust.

Action: Clerk

- b) YLCA meetings- agreed Cllrs. Berry and Heap to have voting rights – (all Cllrs are able to attend)

8. Committees.

- a) Terms of Reference and membership of The Advisory Committee known as Neighbourhood Plan Steering Group were approved
- b) The Annual Report from the Neighbourhood Plan Steering Group was approved as was the final draft version of the Neighbourhood Plan (dated June 2024). The Parish Council thanked the secretary of the steering group, Howard Mountain, for all his work on the plan.

9. General Data Protection Regulations.

The following documents were re-adopted: (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 check dates and contact details on all documents

10. Employment.

- a) Staff Appraisals – N/A as new Clerk appointed
- b) Salary Review – completed and agreed at April Meeting
- c) PAYE – HMRC codes have been provided to the Clerk for tax purposes.
- d) The following employment related documents approved in 2020 were noted:
Equal Opportunities Policy, Health and Safety Policy, Workplace Pension Policy, Sickness Policy, Grievance Policy, Disciplinary Policy. (Copies held by the Clerk and Chairperson)

11. Review of Property Assets. As detailed in the current Asset Register.

- a) Pinfold Main St. Kirkby Malzeard – let to Mr P Johnson
 - b) Coalpit Goal Woodyard, Kirkby Moor Rd. Kirkby Malzeard – let to Mr B Ward.
 - c) Highways Yard, Laverton – let to NYC.
- Chair to review and confirm lease dates as necessary

Action: Chair

12. Review of Communications – Website, Noticeboards and Social Media.

- a) Compliance with Public Sector Bodies (Website and Mobile appliances) No2 Accessibility Regulations 2018 - It was noted this is covered by the accessibility statement on the Community website.
- b) Consider the recent audit recommendations re Parish Council using gov.uk domain name website and email addresses – recommendations agreed for consideration at a future meeting.

Action: Clerk to include in next agenda

13. Approve dates and venues of:

- a) Ordinary Meetings of the Parish Council until end of 2025 – dates circulated and approved. Clerk to confirm dates with MIVH. 24th
- b) 2025 Annual Parish Council meeting – Monday May 19 2025

14.Any Other Business

- a) Proposed by Cllr Berry – The option to voice record future meetings of the Parish Council for Clerk monitoring purposes to be considered at the next ordinary meeting

Date of the next ordinary meeting. Monday 24th June 2024. 7.30pm.

Meeting Closed: 6.55pm.