

MINUTES OF THE ANNUAL MEETING OF HEPTONSTALL PARISH COUNCIL

HELD AT HEPTONSTALL J & I & N SCHOOL, 13 MAY 2019

Present were Councillors J Crowther A Baldwin B Cutts Dr J R Dunford
M V Edwards & N James

1/19 ELECTION OF CHAIRMAN 2019/20

It was resolved Councillor S Slater be appointed Chairman of Council for the year 2019/20.

2/19 DECLARATIONS OF OFFICE AS COUNCILLORS

Councillors Baldwin, Crowther, Cutts, Edwards & James signed their Declarations of Office as Councillors (which were countersigned by The Clerk as Proper Officer of the Council who confirmed he had already received the Declaration from Councillor Slater). Declarations from Councillors Hughes & Stott to be signed at or prior to the meeting to be held 1 July 2019.

3/19 APOLOGIES OF ABSENCE

Apologies of absences were received from Councillors Slater, Hughes & Stott. Approval of absence was granted in respect of Councillors Hughes & Stott.

4/19 FILLING VACANCY BY CO-OPTION

Following the Vacancy arising from the uncontested election it was resolved Dr John R Dunford be elected to fill the vacancy.
He signed a Declaration of Office as Councillor which was counter signed by The Clerk.

5/19 ELECTION OF CO-OPTED NON-VOTING COMMITTEE MEMBER

Anne Crossfield was elected to the position of non-voting Committee Member.

6/19 ELECTION OF VICE-CHAIRMAN 2019/20

Councillor Dr Dunford was elected Council Vice-Chairman for the year 2019/20.
Upon accepting office he presided over the remainder of the meeting in the absence of Councillor Slater.
He passed thanks to the retiring Chairman, Councillor Edwards, for the energy and professionalism with which Councillor Edwards had undertaken his role for 2018/19.

Councillor Cutts was welcomed to membership of the Council.

7/19 ELECTION OF OFFICERS 2019/20

It was resolved the following appointments be made for the coming year :

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| A. Responsible Financial Officer | <i>The Clerk – Mr R M Greenwood</i> |
| B. Deputy Responsible Financial Officer | <i>Chairman of Finance Committee</i> |
| C. Internal Auditor | <i>Miss M G Morgan</i> |
| D. Publicity Officer | <i>Coun M V Edwards</i> |
| E. Risk Assessor | <i>Coun M V Edwards</i> |
| F. Data Processor | <i>The Clerk – Mr R M Greenwood</i> |
| G. Non-voting Co-opted Committee Member | <i>Anne Crossfield</i> |

8/19 ELECTION OF COMMITTEE MEMBERS & CHAIRMAN/VICE-CHAIRMAN OF SAME

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| 1. Planning Committee (4) | : | <i>Chair, Vice Chair + Couns James (V/Ch) & Crowther (Ch) + A Crossfield (NV)</i> |
| 2. Finance Committee (5) | : | <i>Chair, Vice Chair + Couns Edwards (Ch), James(V/C), & Crowther</i> |
| 3. Staffing Committee (5) | : | <i>Chair, Vice Chair + Couns Edwards (Ch), James (V/C) & Crowther</i> |
| 4. Rights of Way Committee (4) | : | <i>Chair, Vice Chair + Couns Cutts (Ch) & Hughes (V/Ch)</i> |

9/19 ELECTION OF REPRESENTATIVES TO SERVE ON EXTERNAL BODIES

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| 1. Yorkshire Local Councils Associations | <i>Coun Dunford & Mr R M Greenwood + Coun Edwards (sub)</i> |
| 2. Campaign to Protect Rural England | <i>Coun Cutts</i> |
| 3. Popples Common Consultative Group | <i>Couns Edwards</i> |
| 4. Parish & Town Councils Liaison Group | <i>Coun Dunford & Mr R M Greenwood + Coun Edwards (sub)</i> |
| 5. Heptonstall Exhibitions & Richard Naylor Charities | <i>Couns James & Baldwin</i> |
| 6. Listed Buildings Working Party | <i>Planning Cttee members</i> |
| 7. Neighbourhood Planning Jt PC Group | <i>Coun Slater</i> |
| | <i>(Reserves Couns Edwards (1), Crowther (2))</i> |
| 8. Planning & Enforcement link with C/dale senior officers | <i>Coun Slater + Mr R M Greenwood</i> |
| 9. HB & District Old Persons' Welfare Committee | <i>Coun Slater</i> |
| 10. Newsletter liaison officer | <i>Coun Dunford</i> |

10/19 COUNCILLORS EMPOWERED TO SIGN CHEQUES

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|---|---|
| 1. Current Account (any 2 signatures required) | <i>Couns Edwards, Crowther, James & Stott</i> |
| 2. Yorkshire Bank Term Deposit (any 2 signatures) | <i>Couns Edwards, Crowther, James & Stott</i> |

11/19 REVIEW OF (JANUARY 2019) STANDING ORDERS AND FINANCIAL REGULATIONS

It was resolved the revised Standing Orders and Financial Regulations should continue without change.

12/19 REVIEW OF DELEGATION ARRANGEMENTS

It was agreed existing arrangements remain in place in respect of urgent matters :
The Clerk is delegated to act alone, a minimum of two members being similarly charged to form an emergency committee.

13/19 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES & COUNCIL POLICIES

It was resolved the Terms of Reference for Committees and Council Policies (April 2019) should continue without revision following a review by The Clerk.

TERMS OF REFERENCE

1. Finance Committee
2. Staffing Committee
3. Planning Committee
4. Rights of Way Committee

POLICIES

1. Recruitment
2. Staff Appraisals
3. Discipline & Grievance
4. Bullying & Harassment
5. Equality & Diversity
6. Health & Safety
7. Members' Allowances
8. Handling Complaints
9. Dealing with the Press
10. Freedom of Information
11. GDPR Retention of Documents
12. GDPR Data Protection

13. GDPR Subject Access Request

14. Publication Scheme

15. Training & Development

14/19 ASSURANCE OF COMPLIANCE WITH PENSION AUTO-ENROLMENT REGULATIONS & REAL TIME INITIATIVE (PAYE)

The Clerk explained the Council's requirements in respect of both of these elements and was able to confirm all were being correctly and fully undertaken.

15/19 DATES/TIMES OF COUNCIL MEETINGS TO MAY 2020

It was resolved a schedule of meeting dates, times & venues as tabled by The Clerk be approved for the coming Municipal Year.

16/19 COMPLIANCE WITH CODE OF CONDUCT : REMINDER TO MEMBERS

The Clerk distributed copies of the Code of Conduct and Register of Financial Interests to all members present

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(Chairman)

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(Date)