

## **MINUTES OF THE ANNUAL MEETING OF HEPTONSTALL PARISH COUNCIL**

### **HELD REMOTELY via ZOOM, 3 MAY 2021**

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

#### **1/21 ELECTION OF CHAIRMAN 2021/22**

It was resolved Councillor Dr J R Dunford be appointed Chairman of Council for the year 2020/22.

#### **2/21 DECLARATION OF OFFICE OF CHAIRMAN**

Due to this meeting being held remotely it was agreed The Clerk would meet with Councillor Dunford before the end of the week to enable the signing of his Declaration of Acceptance of Office as Chairman.

#### **3/21 APOLOGIES OF ABSENCE**

An apology of absence was received from Councillor Slater.  
Approval of the reason for absence was neither sought nor granted.

#### **4/21 ELECTION OF VICE-CHAIRMAN 2021/22**

Councillor M Hughes was elected Council Vice-Chairman for the year 2021/22.

#### **5/21 ELECTION OF OFFICERS 2021/22**

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

<b>A. Responsible Financial Officer</b>	<i>The Clerk – Mr R M Greenwood</i>
<b>B. Deputy Responsible Financial Officer</b>	<i>Chairman of Finance Committee</i>
<b>C. Internal Auditor</b>	<i>Miss M G Morgan</i>
<b>D. Publicity Officer</b>	<i>Coun M V Edwards</i>
<b>E. Risk Assessor</b>	<i>Coun B A Baldwin</i>
<b>F. Venue Risk Assessors</b>	<i>Couns S Slater &amp; J Crowther</i>
<b>G. Data Processor</b>	<i>The Clerk – Mr R M Greenwood</i>
<b>H. Non-voting Co-opted Committee Member</b>	<i>Anne Crossfield</i>

**6/21 ELECTION OF COMMITTEE MEMBERS & CHAIRMAN/VICE-CHAIRMAN OF SAME**

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

**7/21 ELECTION OF REPRESENTATIVES TO SERVE ON EXTERNAL BODIES**

1. Yorkshire Local Councils Associations Coun Dunford & Mr R M Greenwood  
+ Coun Edwards (sub)
2. Campaign to Protect Rural England Coun Cutts
3. Popples Common Consultative Group Couns Edwards
4. Parish & Town Councils Liaison Group Coun Dunford & Mr R M Greenwood  
+ Coun Edwards (sub)
5. Heptonstall Exhibitions & Richard Naylor Charities Couns James & Baldwin
6. Listed Buildings Working Party Planning Cttee members
7. Neighbourhood Planning Jt PC Group Coun Slater  
(Reserves Couns Edwards (1), Crowther (2))
8. HB & District Old Persons' Welfare Committee Coun Slater
9. Newsletter liaison officer Coun Slater
10. Friends of Heptonstall Museum Working Group Coun Cutts
11. Mountain Bike joint working groups Coun Cutts (carrot) & Dunford (stick)

**8/21 COUNCILLORS EMPOWERED TO SIGN CHEQUES**

1. Current Account (any 2 signatures required) Couns Crowther, Edwards, James,  
Stott & The Clerk
2. Yorkshire Bank Term Deposit (any 2 signatures) Couns Crowther, Edwards, James,  
Stott & The Clerk

**9/21 REVIEW OF (JANUARY 2019) STANDING ORDERS AND FINANCIAL REGULATIONS**

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

**10/21 REVIEW OF DELEGATION ARRANGEMENTS**

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

## **11/21 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

## **12/21 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.

**13/21 DATES/TIMES OF COUNCIL MEETINGS TO MAY 2022**

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

(The question of methodology and potential venue to be ascertained at the following monthly meeting.)

**14/21 COMPLIANCE WITH CODE OF CONDUCT : REMINDER TO MEMBERS**

The Clerk explained that a revised model Code of Conduct had been released, with Guidance to follow. It was therefore relevant to consider this at a later date.

In the meantime the existing Code was in force and The Clerk reminded members of the need to abide by this, as well as submit any revisions which may occur in respect of the Register of Financial Interests.

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(Chairman)

.....  
(Date)