

SINNINGTON PARISH COUNCIL

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Minutes of the Annual Meeting of Sinnington Parish Council on Monday 20th May 2024 at 6:30pm at The Village Hall Meeting Room, Sinnington

Present Councillors Morse, Stephens and Swinnerton.

1. Councillor Morse was elected as Chairman for the meeting and signed the Declaration of Acceptance of Office. Cllr Morse also agreed to act as clerk for the meeting.
2. Councillor Stephens was elected Vice Chairman and signed the Declaration of Acceptance of Office.
3. The council resolved that Sinnington Parish Council meets the conditions of eligibility required to exercise the General Power of Competence Order (2012).
4. Apologies for absence were received from Councillors Asquith and Nightingale and the reasons for absence were approved.
5. There were no declarations of interest.
6. The council resolved to approve the minutes of the council meeting held on Monday 11th March 2024 and they were duly signed.
7. There were no public comments.
8. **Village Green and grass cutting in the village.**
 - i. The council thanked Councillor Nightingale for cleaning the Maypole.
 - ii. The council thanked Bill Baldwin who has retired from cutting the riverside after his mower became irreparable.
9. **Website and email.**
 - i. The council noted that the council's website was offline in late April (no reason given by NYC).
 - ii. The council considered quotations for a new website as NYC will not host it after 1st April 2025 and resolved to accept the quote from WJPS Software of Bedale - setup cost £199 and £149pa.
 - iii. The council resolved to change its email the address from Yahoo to Gmail to coincide with the launch of the new website.
10. **Insurance, Reviews of Asset Register, Risk Assessment and Policies**
 - i. The council reviewed the Risk Assessment.
 - ii. The council reviewed the Asset Register and noted the current value of £14,714.
 - iii. The council reviewed its Insurance Policy Schedule and agreed that it meets the council's needs, that it reflects the activities and assets of the council and provides a sufficient Fidelity Guarantee at £250,000 (total cash held by the council).
 - iv. The council resolved to insure with Zurich.
11. **Finance**
 - i. The council received the following financial documents for 2023-2024.
 - Bank Reconciliation 31/3/24*
 - Running Budget 31/3/24*
 - Payments List for 2023/2024 to 31/3/24*
 - ii. The council received the following financial documents for 2024/2025.
 - a payments list to date*
 - outstanding invoices for approval and cheques to be signed*

- Bank Reconciliation 30/4/24*
 - Running Budget 30/4/24*8
- iii. The council noted:
- Receipt of the precept in full, £4,600 in April 2024.
 - Receipt of £500 Locality Budget grant from North Yorkshire Council and that grant completion forms have been submitted for the Village Green fencing.
 - A Vat claim for 2023-2024 for £1,366.95 for 2023-2024 submitted 26/4/24.
 - CIL (Community Infrastructure Levy) £2,442.50 received from Ryedale District Council in recent years. Total expenditure on Birdsmouth Fencing for Village Green £4,416 ex VAT. NYC informed how CIL was spent on 26/4/24.
- iv. The council resolved to transfer the NatWest Current Account to [Unity Trust](#) online banking at a cost of £18 per quarter and some transaction fees to enable electronic banking
- v. The council resolved that all councillors may view the Unity Trust account, that all are signatories/authorisers and that 2 authorisers are required for all payments, and that the clerk may view the accounts and submit payments for councillors to authorise.
- vi. To consider resolved to open a [CCLA Public Sector Deposit Fund](#) account for some of the council's reserves and that any 2 councillors may authorise a transfer to the fund once set up by the clerk and the clerk may transfer out to the Sinnington Parish Council Current Bank account only (the set up of the account allows for this arrangement).

12. Annual Governance & Accountability Return 2023/2024

- i. The council received:
- the [2024 Practitioners Guide' and a summary of changes](#).
 - the Internal Auditor's report for Council for 2023-2024.*
 - the completed Annual Internal Audit Report for the 2023/24 AGAR.
 - notice that the period for the Exercise of Public Rights is 1st July to 11 August* 2024. It has been advertised on the Council's website and noticeboard.
- ii. The council resolved to approve the Certificate of Exemption-AGAR 2023/24 as the council had an income or expenditure of less than £25,000 in 2023-2024.
- iii. The council resolved to approve Section 1 of the 2023-2024 AGAR, the Annual Governance Statement, and it was signed and dated by the chairman and the acting clerk.
- iv. The council resolved to approve Section 2, the Accounting Statements, as prepared and signed by the Responsible Financial Officer before being presented to council, and it was signed and dated by the chairman.
- v. The council resolved to approve the Explanation of Variances 2023-2024.
- vi. The council reviewed the effectiveness of Internal Audit.

13. Policies – the council reviewed its policies and adopted the revised Standing Orders (NALC 2024)

- i. Standing Orders.
- ii. Financial Regulations.
- iii. Himalayan Balsam Management Plan.
- iv. The council resolved that the following documents are reviewed either at the May meeting at the time of the whole parish council election or if there are NALC/YLCA or legal updates:
- Code of Conduct April 2023.

- Employee Handbook March 2023, including staff policies for Health and Safety, Training and Development, Equality and Diversity, Sickness and Welfare, Disciplinary and Grievance, Lone working and Home working.
- Scheme of Delegation April 2023.
- Terms of Reference for Staffing Committee April 2023.

14. Reports for information only.

- i. Chairman's Report.
- ii. Clerk's Report - call for sites for the [North Yorkshire Local Plan](#).
- iii. The meeting closed at 7:50pm.

Signed

Date