



# Acaster Malbis Parish Council

**All Parish Councillors are summoned to attend** the next meeting of Acaster Malbis Parish Council, to be held on **Monday 20 July 2020 at 7:30 pm**. The meeting will be held virtually using the Zoom platform. Meeting joining details are below.

Topic: Acaster Malbis Parish Council meeting

Date / Time: Monday 20 Jul 2020 at 7:30 PM

Join Zoom Meeting

<https://zoom.us/j/95076951983?pwd=L3NFM04wb2pScmNLVktqbHludkIEQT09>

Meeting ID: 950 7695 1983

Password (Passcode): 1wjQXK

One tap mobile

+442034815237,,95076951983#,,,,0#,,548150# United Kingdom

+442034815240,,95076951983#,,,,0#,,548150# United Kingdom

Telephone Password (Passcode): 548150

There will be a public session before the meeting, and this will commence at 7:30 pm. Members of the public must adhere to the rules set by the council for this session. All participants will be admitted to the waiting room on joining and microphones will be muted unless you wish to speak. At the end of the public session, all non-council member microphones will be muted and their video may turned off. Please note the meeting will be recorded.

## AGENDA

1. To appoint a Chairman to act for the meeting and to receive apologies and approve reasons for absence.
2. 2.1 To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.  
2.2 To receive and consider any applications for dispensation.

---

Clerk: Mr M G Davies, 22 Lakeside, Acaster Malbis, York, YO23 2TY  
Tel: 01904 702131 Email: [parish.clerk@acastermalbis-pc.gov.uk](mailto:parish.clerk@acastermalbis-pc.gov.uk) [www.acastermalbis-pc.gov.uk](http://www.acastermalbis-pc.gov.uk)

3. To confirm or note the minutes of the meetings listed below as a true and correct record.
  - 3.1 Parish Council meeting held on Monday 9 March 2020 (confirm).
  - 3.2 Parish Council Planning Committee held on Monday 16 March 2020 (confirm).
  - 3.3 Extraordinary Meeting of the Parish Council held on Monday 23 March 2020 (confirm).
  
  - 3.4 Annual Meeting of the Parish held on Monday 16 March 2020 (note ONLY).
  
4. To receive information on the following ongoing issues and decide further action where necessary.
  - 4.1 To confirm that the council has opted not to hold an Annual Meeting of the Parish Council in 2020. All officers including the chairman will continue in their current roles until May 2021 unless the council resolves otherwise at a lawfully convened meeting. This action is taken as permitted by "The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020". (A list of officer roles is shown below as agenda item 14 )
  - 4.2 To confirm that the Council has satisfactorily completed the HSBC Safeguard process.
  - 4.3 To confirm that HMRC has now notified the Parish Council of the new references and processes necessary to allow submission of electronic VAT reclaims.
  
5. To consider the following planning applications(s):

There are none at the time the agenda was issued.
  
6. To receive the following planning decision(s) / information:

Update from Cllr J Smith.
  
7. Matters requested by councillors or clerk:
  - 7.1 To Receive Reports from Councillors who have attended training events and meetings of outside bodies.
    - 7.1.1 Virtual meeting of YLCA York Branch held on 18 June 2020.
  - 7.2 To Receive a report on the Village Emergency Team response to COVID-19.
  
8. Financial matters:
  - 8.1 To certify Acaster Malbis Parish Council as exempt from external audit for fiscal year 2019/20.
  - 8.2 To note the Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20.
  - 8.3 To approve Section 1 - Annual Governance Statement 2019/20 for Acaster Malbis Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20.
  - 8.4 To approve Section 2 - Accounting Statements 2019/20 for Acaster Malbis Parish Council on page 6 of the Annual Governance and Accountability Return 2019/20.
  - 8.5 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities namely:

- a) Certificate of Exemption.
  - b) Annual Internal Audit Report 2019/20,
  - c) Section 1 – Annual Governance Statement 2019/20.
  - d) Section 2 – Accounting Statements 2019/20, page 6.
  - e) Analysis of variances.
  - f) Bank Reconciliation to 31 March 2020.
  - g) Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
- 8.6 To authorise the clerk to submit the appropriate certificate of exemption to the external auditor in due course.
- 8.7 To note and approve the following accounts paid under delegated authority in April, May and June 2020.
- |   |          |
|---|----------|
| April 2020 (Auth PH / BH Verified CB)                             |          |
| 15.04.20 – Acaster Malbis Community Events Ltd Grant 2 of 2       | £500.00  |
| 16.04.20 – AMMH Hall Hire Apr 19 – Mar 20                         | £275.00  |
| 16.04.20 – CPRE Donation 2020 – 21                                | £ 36.00  |
| 16.04.20 – Starboard Systems t/a Scribe Accounts Software 2020-21 | £154.80  |
| 16.04.20 – YLCA Membership 2020 - 21                              | £310.00  |
| 16.04.20 – Clerk’s Stationery Exps April 2020                     | £191.23  |
| May 2020 (Auth BH / DW Verified CB)                               |          |
| 29.04.20 – City of York – Precept installment 1 received          | £2210.50 |
| 15.05.20 – BHIB Ltd – Insurance Jun 2020 – 21                     | £586.47  |
| June 2020 (Auth PH / BH Verified CB)                              |          |
| 04.06.20 – HMRC VAT Refund for 2019 – 20 received                 | £186.98  |
| 05.06.20 – HSBC Credit Interest to 4 Jun 2020 received            | £ 3.91   |
| 11.06.20 – Internal Audit Fee 2019 – 20                           | £ 75.00  |
| 25.06.20 – Clerk’s Gross Salary Apr – Jun 20                      | £897.60  |
| 25.06.20 – Clerk’s Office Allowance Apr – Jun 20                  | £ 25.00  |
| 25.06.20 – Clerk’s Tel Exps Apr – Jun 20                          | £ 18.00  |
| 25.06.20 – Clerk’s Stationery Exps Apr – Jun 20                   | £ 39.33  |
- 8.8 To receive bank reconciliation reports for April, May, June 2020.
- 8.9 To receive a budget vs actual comparison for April, May, June 2020.

9. To consider the following new Correspondence received and decide action where necessary:  
Several regular publications from CPRE and Clerks and Councils Direct have been circulated.
10. North Yorkshire Police local PCSO Crime reports.  
No reports have been received since March 2020.
11. To consider matters raised with/by the Ward Member – Councillor J.C.Galvin.
12. To notify the clerk of matters for inclusion on the agenda of the next meeting.
13. To consider and confirm the date of the next Parish Council (virtual) meeting as Monday 17 August 2020.

## 14. LIST OF COUNCILLOR'S ROLE APPOINTMENTS FOR 2020/2021

1.1.	Chairman *	Cllr W G Taylor
1.2	Vice-Chairman	Cllr D Walker
1.3	Planning Committee (four members)	1). Cllr J Smith (Convenor) 2). Cllr D Walker 3). Cllr B Hawkins 4). Cllr C Booth
1.4	Grass Cutting Co-ordinator	Cllr W G Taylor
1.5	Monitoring Officer: Income/Expenditure compared with the Budget  Online Banking Control & Verification (three members)	M G Davies - Clerk  Cllr C Booth - (online banking control 1) Cllr R Jones - (online banking control 2) Cllr J Smith - (online banking control 3)
1.6A	Local Councils Associations (two representatives) **	M G Davies - Clerk Cllr D Walker
1.6B	Police Community Liaison representatives	M G Davies - Clerk Cllr D Walker
1.7	Representative Trustee: Acaster Malbis Memorial Hall	Cllr R Jones
1.8	Emergency Planning Co-ordinator	M G Davies - Clerk
1.9	Webmaster	Cllr P Harlington
1.10	Data Protection Officer	Cllr P Harlington

\* Appointment to be notified to City of York Council Democratic Services and YLCA.

\*\* Appointments to be notified to YLCA.

M.G.Davies (Clerk)

Date of issue 15 July 2020.