



Minutes of the Annual Meeting on 20 May 2024

Venue: Acaster Malbis Memorial Hall – ordinary meeting on 20 May 2024 at 19:30.

Cllrs: G Taylor (Chair), I Nilsson-Forrest, R Jones, D Walker, L Welch.

Clerk: C Booth

Others: No members of the public.

1 Election of Chair for the 2024/25 council year

1.1 Cllr Taylor was proposed and seconded to be re-elected as chair. There were no other nominations and therefore, with a unanimous vote it was

Resolved: That Cllr Taylor be re-appointed as chair for the council year.

Cllr Taylor signed the Declaration of Office of Chair which was countersigned by the clerk as proper officer of the council.

1.2 On behalf of the council the chair wished to thank all those involved with the May Festival 2024 held on 18 May 2024 for another well run and enjoyable event.

2 Election of Vice-Chair for the 2024/25 council year

2.1 Cllr Walker was proposed and seconded to be re-elected as vice-chair. There were no other nominations and therefore, with a unanimous vote it was

Resolved: That Cllr Walker be re-appointed as vice-chair for the council year.

Cllr Walker signed the Declaration of Office of Vice-Chair which was countersigned by the clerk as proper officer of the council.

3 Apologies

3.1 Cllrs Newark and Redfearn sent their apologies. Cllr Nicholls also sent his apologies.

4 Declarations of Interest

4.1 No declarations of interest were received from councillors on items on the agenda.

4.2 No written requests for dispensations for disclosable pecuniary interests.

4.3 No requests for dispensation were granted.

5 Council Minutes

5.1 Minutes of the council meeting on 8 April 2024 were circulated to all councillors. It was

Resolved: That these minutes represent a true and correct record and be duly signed by the chair.

6 Public Participation

6.1 No members of the public attended the meeting.

7 Planning Applications

7.1 No new planning applications were received prior to the meeting.

8 Planning Decisions

8.1 24-00238-FUL – Fairholme, Mill Lane – Erection of detached dwelling.

Approved.

9 City of York Council Ward Member Report

9.1 Cllr Nicholls sent his apologies for the meeting, but wished to thank those involved in the May Festival for a fantastic event that he would be happy to support again next year.

10 Financial matters

10.1 After considering the payments as detailed in [Appendix 1](#), it was

Resolved: That the payments are approved and outstanding accounts should be settled.

10.2 The receipts as detailed in [Appendix 2](#) were noted.

10.3 After considering the bank reconciliation report up to 30 April in [Appendix 3](#), it was

Resolved: That the bank reconciliation report up to 30 April 2024 was approved.

10.4 Internal bank controls were undertaken prior to the meeting for the month of April 2024 by Cllr Redfearn.

11 Annual Governance and Accountability Return

11.1 After reviewing the exemption criteria for 2023/24, it was

Resolved: That the council meets the exemption criteria as set out in section 9 of the Local Audit Regulations (2015) and the [Certificate of Exemption](#) should be signed by the chair and responsible financial officer and sent to the external auditor.

11.2 The report from the internal auditor for 2023/24 was discussed and agreed that action will be taken to address the findings in time for the next audit.

11.3 After considering the Annual Governance Statement for 2023/24, it was

Resolved: That the council approved the [Annual Governance Statement](#) for 2023/24 and agreed that it should be signed by the chair and clerk.

11.4 After considering the Accounting Statements for 2023/24, it was

Resolved: That the council approved the [Accounting Statement](#) for 2023/24 and agreed that it should be signed by the chair and responsible financial officer.

11.5 To approve publication of the documents required by the AGAR process for 2023/24. It was

Resolved: That the AGAR documents for 2023/24 should be published.

11.6 It was agreed that that the [public rights](#) period would be from 3 June 2024 to 12 July 2024.

12 Clerk's Report

12.1 Email sent to AMMH confirming the council's nominated trustee.

12.2 Email sent to AMMH offering the official portrait of King Charles III for display in the hall.

12.3 The application to install a noticeboard on the verge has been sent to the Highways Authority.

12.4 The application to install new/additional village boundary signs has been sent to the Highways Authority

12.5 Quotations have been sought from valuers regarding the fair valuation of rent for the Slipway.

13 Council Meeting Dates

13.1 It was agreed the meeting date for the council year 2024/25.

- 20 May 2024 (annual meeting)
- 10 June 2024
- 8 July 2024
- 9 September 2024
- 14 October 2024
- 11 November 2024
- 13 January 2025
- 10 February 2025
- 10 March 2025

- 17 March 2025 (annual parish meeting)
- 14 April 2025

14 Balsam Bash 2024

14.1 To note that this year's Balsam Bash will be held on the following dates:

- Thursdays: 20 & 27 June; 11, 18 & 25 July.
- Saturdays: 22 & 29 June; 13, 20 & 27 July.

15 Pinfold Restoration

15.1 The renovation of the Pinfold was discussed and it was:

Resolved: To set an initial budget of £250 from reserves for the renovation work.

16 Noticeboard

16.1 A different noticeboard design was presented to the council. A full quotation was requested with some minor changes for approval at the next council meeting.

17 D-Day 80

17.1 A singer has been booked who will lead some community singing at the beacon lighting. A musical set will take place in the Ship following. The Ship Inn have agreed to provide some complementary food for the evening. Posters and the website have details of the event. It was agreed the following songs would be sung at the beacon:

- We'll Meet Again
- Pack Up Your Troubles in Your Old Kit-Bag
- It's a Long Way to Tipperary
- Land of Hope and Glory

18 Business Plan 2024/25

18.1 A thorough review of the business plan for 2024/25 was carried out and a series of actions were agreed. Progress on the plan will be show on the [progress page](#) on the website.

19 Appointment of Planning Coordinator

19.1 It was agreed that Cllr Welch would be responsible for reporting of planning matters the council.

20 Appointment of Grass Cutting Coordinator

20.1 It was agreed that Cllr Taylor would be responsible for organising grass cutting and verge maintenance.

21 Appointment of Internal Control Monitors

21.1 It was agreed that Cllrs Jones, Nilsson-Forrest and Redfearn would provide internal control and monitoring services.

22 Appointment of Local Council Association Representatives

22.1 It was agreed that Cllrs Nilsson-Forrest and Walker would be the representatives to the Yorkshire Local Councils Association.

23 Appointment of Police Community Liaison

23.1 It was agreed that Cllr Newark would be responsible for police liaison.

24 Appointment of Emergency Planning Coordinator

24.1 It was agreed that Cllr Newark would be the council's Emergency Planning Coordinator

25 Appointment of Memorial Hall Trustee

- 25.1 To note that Mr Adam Doyle was appointed as a Memorial Hall trustee at the AGM of the Memorial Hall Committee (2023/24:222.1).

26 Review of Delegation Arrangements

- 26.1 The scheme of Delegation was reviewed and requires no change. It was noted that an Emergency Planning Committee will need to be formed in order to meet the goal of GD12 Emergency Planning in the Strategic Plan.

27 Review of Policies, Procedures and Regulations

- 27.1 The policy list was reviewed and it was
Resolved: That the [Policy List](#) was approved for use for the current council year.
- 27.2 It was **noted** that the model Financial Regulations from NALC have been updated and will need to be adopted after review.
- 27.3 It was **noted** that a number of policies in the [Policy List](#) will require reviewing.

28 Review of Insurance Cover and Asset Register

- 28.1 After review it was agreed that the Asset Register was a true reflection of the council's assets.
- 28.2 After review It was agreed that the level of insurance cover is adequate for the current business activities of the council.
- 28.3 Upon consideration of the quotations presented it was
Resolved: To purchase the insurance policy from Zurich Insurance.

29 Review of Membership of Other Bodies

- 29.1 After reviewing the current membership of external organisation, it was
Resolved: To continue membership of YLCA, NALC, ICO, SLCC and CPRE.

30 Review of Expenditure under s137 of the Local Government Act 1972

- 30.1 To note that no expenditure was made under s137 of the LGA 1972 during the financial year 2023/24.

31 Correspondence

- 31.1 Email received from resident re Mill Lane Closure and access to AMMH to vote.
Clerk has responded advising there would no impediment to voting arrangements.
- 31.2 Email received petitioning for support for safety legislation on e-bike batteries - noted.
- 31.3 White Rose Bulletin (Apr 12, 26 Feb 2) - noted.
- 31.4 YLCA Law and Governance (Apr 2024) - noted.
- 31.5 Clerks & Councils Direct (May 2024) - noted.
- 31.6 Weekly list of planning applications from COYC - noted.

32 Training and Employment

- 32.1 There is a branch meeting of the YLCA on 6 June 2024, but this clashes with the D-Day 80 celebrations. The clerk to send apologies on behalf of the representatives.

33 Policing and Security

- 33.1 The Community Speedwatch team have not been deployed since the last meeting.
- 33.2 It was noted from the Police UK website:
March: 1 Anti-social behaviour; 1 Public order; 1 Violence and sexual offences; 1 other.

34 Information or items for inclusion on next meeting agenda

- 34.1 To consider the purchase of a new noticeboard.
- 34.2 To consider the appointment of a company to establish fair rent for the Slipway.

35 Date of the Next Meeting

- 35.1 To next meeting of the council will be held on 10 June 2024 in the Memorial Hall.

Chairman: G Taylor

Date approved: 10 June 2024

Acronyms:

AMPC	Acaster Malbis Parish Council	COYC	City of York Council
AMMH	Acaster Malbis Memorial Hall	YLCA	Yorkshire Local Council Association
NALC	National Association of Local Councils	ICO	Information Commissioners Office
CPRE	Campaign to Protect Rural England	AGAR	Annual Governance and Review

Appendix 1 - Payments

To Whom	s137	N/A	Description	Total
Elkerlodge Services Ltd		A	Internal Audit Fee	138.00
C.H.Booth		N	Clerk's Salary	399.00
HMRC – PAYE Deducted		N	HMRC Tax	6.60
HSBC Bank		N	Bank Charges	8.00
Society of Local Council Clerks		A	SLCC Clerk's Membership	112.00
To Be Decided		A	Insurance Premium	241.00
York Digital Image		A	Printing	15.00
York Digital Image		A	Printing	2.00
			Total	£921.60

Transfer of £921.60 from Money Manager to Current Account.

Appendix 2 - Receipts

From Whom	Description	Total
HMRC	VAT Refund	224.86
City of York Council	1st Precept Payment	74.00
City of York Council	1st Precept Payment	3,010.00
	Total	£3,308.86

Appendix 3 - Bank Reconciliation

Cash Book	On		Total
Cash in hand	01/04/2024		11,396.16
Receipts to date	30/04/2024		3,308.86
Payments to date	30/04/2024		(1,082.36)
		Total(A)	£13,622.66
Bank	On		
HSBC Money Manager	30/04/2024		13,122.66
HSBC Community Account	30/04/2024		500.00
Petty Cash	30/04/2024		0.00
		Total(B)	£13,622.66

As totals **A = B** there no issue to report.

Appendix 4 - Policy List

Doc No	Version	Name	Review	Last Review	Next Review	Updated	Minuted
DR002	1	Records Management Policy	4yr	13 Sep 2021	13 Sep 2025	13 Sep 2021	2021/22:Sep:6.5
DR006	1	General Privacy Notice	4yr	12 Jul 2021	12 Jul 2025	12 Jul 2021	2021/22:Jul:9.2
DR007	1	Privacy Notice People	4yr	12 Jul 2021	12 Jul 2025	12 Jul 2021	2021/22:Jul:9.2
DR008	1	ICO 2014 Publication Schedule	1yr	12 Jul 2021	12 Jul 2022	12 Jul 2021	2021/22:Jul:9.2
DR009	1	Pension Policy	4yr	12 Jul 2021	12 Jul 2025	12 Jul 2021	2021/22:Jul:9.2
DR010	1	Complaints Procedure	4yr	12 Jul 2021	12 Jul 2025	12 Jul 2021	2021/22:Jul:9.2
DR011	3	Code of Conduct	4yr	12 Jun 2023	12 Jun 2027	12 Jun 2023	2023/24:46.1
DR012	5	Financial Regulations	1yr	12 Feb 2024	12 Feb 2025	12 Feb 2024	2023/24:176.1
DR013	1	Disciplinary Policy	4yr	10 Feb 2020	10 Feb 2024	10 Feb 2020	2019/20:Feb:7.3
DR014	1	Grievance Policy	4yr	10 Feb 2020	10 Feb 2024	10 Feb 2020	2019/20:Feb:7.3
DR015	3	Standing Orders	1yr	8 Jan 2024	08 Jan 2025	8 Jan 2024	2023/24:156.1
DR017	1	Grants Policy	4yr	11 Oct 2021	11 Oct 2025	11 Oct 2021	Oct 2021:7.5
DR019	2	Equality and Diversity Policy	4yr	15 May 2023	15 May 2027	15 May 2023	2023/24:28.1
DR021	1	Display Screen Equipment Policy	4yr	12 Jan 2018	12 Jan 2022	12 Nov 2018	
DR023	1	Social Media Policy	4yr	13 Sep 2021	13 Sep 2025	13 Sep 2021	2021/22:Sep:6.5
DR025	3	Risk Assessment	1yr	12 Feb 2024	12 Feb 2025	12 Feb 2024	2023/24:177.1
DR028	2	Public Participation at Meetings	4yr	17 Apr 2023	17 Apr 2027	17 Apr 2023	2022/23:138.1
DR030	3	Web Accessibility Statement	4yr	9 Jan 2023	09 Jan 2027	9 Jan 2023	2022/23:138.1
DR031	1	Dignity at Work Policy	4yr	12 Jun 2023	12 Jun 2027	12 Jun 2023	2023/24:46.2
DR032	1	Training and Development Policy	4yr	12 Jun 2023	12 Jun 2027	12 Jun 2023	2023/24:46.3
DR033	1	Internal Control Policy	4yr	8 Jan 2024	08 Jan 2028	8 Jan 2024	2023/24:158.1
DR035	1	Strategic Plan	1yr	8 Apr 2024	08 Apr 2025	8 Apr 2024	2023/24:233.1
DR036	1	Scheme of Delegation	1yr	13 Nov 2023	13 Nov 2024	13 Nov 2023	2023/24:131.1
DR037	1	Data Breach Policy	4yr	8 Jan 2024	08 Jan 2028	8 Jan 2024	2023/24:157.1
DR038	1	Subject Access Request Policy	4yr	12 Feb 2024	12 Feb 2028	12 Feb 2024	2023/24:175.1

Items highlighted in bold in the next review column require review within the council year.

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