

South Ferriby Parish Council

**Minutes of the Annual Parish Council Meeting held on Monday 18th May 2015 at 7.15pm
in South Ferriby Parish Hall, Horkstow Road, South Ferriby**

Present

Cllr Roy Holloway (Chairman)

Cllr Sara Haddon

Cllr Dewi Bennett

Cllr Dave Mouncey

Cllr Alan Fisher

2015/5/ACM1

Election of Chairman

Cllr Haddon nominated Cllr Holloway for the position as Chairman and this was seconded by Cllr Bennett. No other nominations were received and Cllr Holloway was unanimously voted into office and the Declaration of Acceptance of Office signed.

2015/5/ACM2

Election of Vice-Chairman

Cllr Holloway nominated Cllr Fisher for the position as Vice-Chairman and this was seconded by Cllr Mouncey. No other nominations were received and Cllr Fisher was unanimously voted into office

2015/5/ACM3

Apologies

Cllr Heathfield.

2015/5/ACM4

Minutes of Previous Meeting

The Minutes of the Annual Council Meeting held on 12th May 2014 were duly approved and signed. Proposed: Cllr Bennett, Seconded: Cllr Fisher.

2015/5/ACM5

Internal Audit 2014/2015

Report from Public Sector Audit was received and recommendations noted and approved.

2015/5/ACM6

Annual Account Statement

a) Pre-external audit accounts.

i. Accounts to 31st March 2015

ii. Summary of Accounts

The council considered and discussed the accounts and these were duly signed as a true record.

Proposed: Cllr Mouncey, Seconded: Cllr Fisher

b) Completion of Annual Return to the Audit Commission.

Cllr Holloway read out the Audit Commission Governance Statement and it was duly completed, approved and signed.

Proposed: Cllr Mouncey, Seconded: Cllr Fisher.

2015/5/ACM7

Election of Meeting Representatives

Following discussion, Councillors were elected to represent the Parish Council at the following outside meetings and events:

a) **Cemex Liaison Representatives** – Cllrs Haddon, Heathfield and Mouncey.

Proposed: Cllr Bennett, Seconded: Cllr Fisher.

b) **Low Villages Forum Representatives** – All Parish Councillors.

Proposed: Cllr Bennett, Seconded: Cllr Fisher.

c) **Police/NATS Committee Representatives** – All Parish Councillors.

Proposed: Cllr Bennett, Seconded: Cllr Fisher.

Signed: _____

Position: _____

Date: _____

South Ferriby Parish Council

2015/5/ACM8

Election of Committee Representatives

a) Personnel Committee - the council considered and agreed its continuation with Cllr Bennett as Chairman. Cllr Haddon and Cllr Heathfield were appointed.

Proposed: Cllr Mouncey, Seconded: Cllr Fisher.

b) Neighbourhood Planning Committee - the council considered and agreed its continuation. Cllr Holloway and Cllr Haddon were appointed.

Proposed: Cllr Mouncey, Seconded: Cllr Fisher.

2015/5/ACM9

Policies and Procedures

a) The Standing Orders were reviewed and approved.

It was discussed and resolved for agenda's to be sent electronically (via email) to Councillors and to update the Standing Orders accordingly.

Proposed: Cllr Mouncey, Seconded: Cllr Fisher

b) Financial Regulations were reviewed and approved.

It was discussed and resolved to adopt the model Financial Regulations issued by NALC subject to amendments in line with the existing policy.

Proposed: Cllr Mouncey, Seconded: Cllr Fisher

c) The Asset Register was reviewed and approved.

Proposed: Cllr Fisher, Seconded: Cllr Bennett

d) The Risk Assessment policy was reviewed and approved.

Proposed: Cllr Mouncey, Seconded: Cllr Fisher

e) The Complaints Procedure was reviewed and approved.

Proposed: Cllr Bennett, Seconded: Cllr Mouncey

f) The procedure for handling requests made under the Freedom of Information Act 2000 was reviewed and approved.

Proposed: Cllr Fisher, Seconded: Cllr Bennett

g) The policy for Data Protection was approved and adopted.

Proposed: Cllr Fisher, Seconded: Cllr Mouncey

2015/5/ACM10

Public Comment

No members of the public present.

Signed: _____

Position: _____

Date: _____