

SOUTH FERRIBY PARISH COUNCIL

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Minutes of the Annual meeting of South Ferriby Parish Council held at 7.15pm on Monday 13th May 2019, at the Village Hall, South Ferriby.

Present: Chair - Cllr Roy Holloway,
Cllr Alan Fisher, Cllr Sara Haddon, Cllr Dave Mouncey, Cllr Noreen Cecil-Purvis, Cllr Sharron Sibson, Cllr Dewi Bennett, Cllr Andi Wilford.
Clerk – Holly Hanson

Public Participation

No members of the public were present

APCM19/20 – 0501 Election of Chairman

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

APCM19/20 – 0502 Election of Vice-Chairman

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

APCM19/20 – 0503 Declaration of Acceptance of Office

- a) Declarations of Acceptance of office were received from Vice Chair and other the Councillors.

APCM19/20 – 0504 Apologies

- a) None

APCM19/20 – 0505 Declarations of Interest

Cllrs Holloway, Haddon, Mouncey and Bennett – Item ACPM19/20 – 0507 ii) Election of South Ferriby Parish Council Flood Protection Representative(s) and Item ACPM19/20 – 0508 iii) Election of members of South Ferriby Parish Council Flood Protection Committee

Note - Dispensations given to Cllrs Holloway, Haddon, Mouncey and Bennett in respect of discussions around Flood Planning – 3rd December 2018

APCM19/20 – 0506 Annual Accounting Statement 2018/19

- a) The Chairman read out the Accounting Statement for Member's consideration.
- b) Members resolved the approval of the Accounting Statement.
- c) Accounting statement was signed and dated by the Chairman.

APCM19/20 – 0507 Election of Meeting Representatives

- a) Following discussion, Councillors were elected to represent the Parish Council at the following outside meetings and events:
 - i) CEMEX Liaison Representatives – Cllrs Haddon, Mouncey and Cecil Purvis

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- ii) South Ferriby Parish Council Flood Protection Representatives – Chair of South Ferriby Parish Council Flood Protection Committee plus one other committee member.
- iii) Low Villages Forum Representative – All Councillors
- iv) Police/NAT Committee Representative – All Councillors
- v) ERNLLCA district Committee Representatives – Cllrs Holloway and Wilford.

APCM19/20 – 0508 Election of Committee Representatives

- a) To agree to formation/continuation of any committees or work parties and to further agree their Functions and Terms of Reference.
 - i) Personnel Committee – Councillors considered and agreed its continuation with Cllr Bennett as Chair, with Cllrs Sibson and Cecil-Purvis appointed.
 - ii) Neighbourhood Planning Work Party – Councillors considered and agreed to its continuation as a Work Party with Cllrs Holloway, Sibson, Wilford and Cecil-Purvis appointed.
 - iii) South Ferriby Parish Council Flood Protection Committee – Councillors considered and agreed its continuation with Cllr Haddon as Chair, with Cllrs Bennett and Holloway appointed.

APCM19/20 – 0509 Re-adoption of Code of Conduct and reminder of review of Register of Interests

The Parish Council unanimously agreed the re-adoption of the Code of Conduct and reviewed and updated the Register of Interests.

APCM19/20 – 05010 Policies and Procedures

Annual Review

- a) The NALC model Standing Orders 2018 were reviewed and approved.
- b) The NALC model Financial Regulations (2016) were reviewed and adopted.
- c) The Asset Register was reviewed and approved.
- d) The Child Protection Policy was reviewed and approved
- e) The Member and Officer Protocol was reviewed and approved
- f) The Health and Safety Policy was reviewed and approved
- g) The Safeguarding Vulnerable Adults Policy was reviewed and approved
- h) The Equal Opportunities Policy was reviewed and approved
- i) The Social Media Policy was reviewed and approved
- j) The Updated Emergency Plan was reviewed and approved

2 Yearly Review:

- k) The Publication Scheme was reviewed and approved

3 Yearly Review:

- l) The Risk Assessment policy was reviewed and approved.
- m) The Complaints Procedure was reviewed and approved
- n) The Disciplinary Procedure was reviewed and approved
- o) The Financial Reserves Policy was reviewed and approved
- p) The Grievance Policy was reviewed and approved

4 Yearly Review:

- q) The Councillor Privacy Notice was reviewed and approved

5 Yearly Review:

- r) The Data Protection Policy was reviewed and approved
- s) The Freedom of Information Policy was reviewed and approved
- t) The Recording of Meetings Policy was reviewed and approved

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- u) The Retention and Destruction of Records Policy was reviewed and approved
- v) The Data Breach Reporting Form was reviewed and approved
- w) The Document Retention and Disposal Policy was reviewed and approved
- x) The Email Contact Privacy Notice was reviewed and approved
- y) The GDPR Consent to Hold Information was reviewed and approved
- z) The Information Data Protection Policy was reviewed and approved
- aa) The Neighbourhood Plan Consultation Contact Privacy Notice was reviewed and approved
- bb) The Privacy Impact Assessment was reviewed and approved
- cc) The Privacy Notice was reviewed and approved
- dd) The Removable Media Policy was reviewed and approved
- ee) The Retention of Documents - Appendix A List of Documents for Retention or Disposal was reviewed and approved

APCM19/20 – 0511

Public Comment

None.

Signed _____ Position _____ Date _____