

HUNTINGTON PARISH COUNCIL

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Minutes of the EXTRAORDINARY MEETING of Huntington Parish Council held on Wednesday 3rd May in Huntington Community Centre at 7.00pm

PRESENT:	Councillor D. Jobling (DJ) – Vice Chairman, Councillor S. Jobling (SJ), Councillor D. Smith (DS), Councillor N Watkins (NW) Councillor M. Duncanson (MD) 6 members of the public and Lorraine Frankland (LF) - Parish Clerk/RFO
APOLOGIES:	Councillor D. Geogheghan-Breen (DB), Councillor J. Willis (JW), Councillor J Badenhorst (JB), Councillor A. Hawxby (AH) and Councillor K. Orrell (KO)
CIRCULATION:	To attendees, apologies and other all members of the Parish Council
MINUTES PREPARED BY:	Lorraine Frankland
DATE (Draft):	12/05/23
DATE TO BE APPROVED:	17/05/23

ITEM	ACTION
1.	<p><u>To Accept Apologies and Reasons for Absence</u> Councillor J. Willis (JW), and Councillor K. Orrell (KO); absent due to private commitments Councillor D. Geogheghan-Breen (DB); absent due to A/L Councillor J Badenhorst (JB); absent due to work commitments Councillor A. Hawxby (AH); absent due to illness <i>It was resolved to</i> approve the apologies and reasons for absence.</p>
2.	<p><u>To Note Declaration of Interests</u> i) <u>To Receive Declarations of Personal, Prejudicial or Disclosable Pecuniary Interests (not previously declared) on any Items of Business</u> It was noted that; MD, DJ and SJ are all in receipt of a pre-purchased plot, these plots were purchased some time before any of the items of business for discussion.</p>
3.	<p>It was <u>Resolved</u> that:</p> <ol style="list-style-type: none">The AGAR accounting statements for the financial year ending 31st March 2023 incorporates the finances for the cemetery and that the prior year comparative figures for the financial year ending 31st March 2022 are restated to include the finances for the cemetery. The Clerk/RFO will be required to submit an explanation to the external auditor setting out the reasons for the restated figures.The council incorporates all cemetery administration, assets and management back to the parish council with immediate effect and that necessary HR or legal advice is obtained relating to the employment / TUPE for the Burial Clerk and that a review of bank accounts and signatories be carried out.The parish council considers an accountancy software incorporating all finances of the council including the cemetery administration and that appropriate training is provided to officers that would input data on the accounting software, it was further <i>agreed</i> to use 'Scribe'.The Standing Orders are updated based on the latest NALC Model Standing Orders 2018 and that these replace the existing Standing Orders for the council and the cemeteryThe council adopts the model NALC Financial Regulations which would apply to the parish council including the cemetery administration.

- vi. A suitably designed accounts authorisation stamp be used for all invoices, for providing evidence of checks as required by the councils Financial Regulations (once adopted) to record sufficient detail to form an adequate audit trail for example:
- vii. The Financial Regulations include the procedure for making online payments and that the regulations be implemented for all councils finances including the cemetery administration.
- viii. The RFO carries out a review of the bank mandate and that the arrangements be approved by the full council. This should include a review of the cemetery bank accounts and administration. All former employees should be removed from the bank accounts.
- ix. The council considers a formal grant application form and criteria for the purposes of awarding grants under S137, and that appropriate monitoring is in place for audit purposes and to ensure that a written statement is received to confirm how the money has been spent.
- x. The council seeks VAT advice from a VAT consultant specialising in town/parish councils, that the VAT Registration be reviewed following any specialist advice received from the VAT consultant to into account the VAT implications relating to the cemetery extension project
- xi. The council submits one VAT reclaim in future which includes the cemetery administration.
- xii. A corporate risk assessment is introduced and adopted by the council to cover all financial and reputational risks the council is exposed to including the cemetery. Activity based risk assessment should be carried out separately and documented.
- xiii. A health and safety risk assessment is carried out for the play areas and cemeteries and be reported to the council and documented in the council minutes with any agreed remedial action.

4. It was **Resolved** that:

- i. The council obtains three quotes for the insurance renewal and that consideration be given to a three to five-year long-term agreement with the insurance company based on the quotes provided once the current term come to an end in 2025. That the council considers one insurance provider for the council including the cemetery which could provide a cost saving.
- ii. The council reviews the insurance cover for both policies and that consideration is given to merging the policies. An updated list of assets to be provided to the insurance company.

5. It was **Resolved** that:

- i. The council carries out a review of the effectiveness of its internal control systems to part comply with the annual governance statement, assertion two.
- ii. The Council reviews its GDPR Policies and adopts model GDPR policies available from YLCA, NALC or the SLCC website.
- iii. The council budget for 2024/25 includes a full breakdown of the cemetery income and expenditure and that appropriate budgets are set.
- iv. The level of general and earmarked reserves are reviewed by the RFO and agreed by the council at year-end.
- v. All income is paid into the bank account registered to Huntington Parish Council. All income procedures to comply with the Financial Regulations once they are adopted by the Parish Council.

- vi. The council carries out a full review of all employment contracts to ensure that they are up to date and set out clear rates of pay, pay frequency and pay date.

6.

It was **Resolved** that:

The parish council continues to administer payroll in house, the council must ensure that the incumbent RFO receives appropriate payroll training and support.

7.

It was **Resolved** that:

- i. The council will change their bank account (currently held across two institutions Yorkshire Bank/Virgin Money)
- ii. The council will obtain an official Huntington Parish Council mobile phone to aid with the administration of the online banking

8.

It was furthermore **Resolved** that:

That the council will establish a 'Working Group' to investigate the circumstances which led to the events around the enforcement of 'Rule10', with recommendations for the management of the cemetery going forward.

It was then **agreed** that; the working group would be NW,JB and MD

Meeting closed at 8:02pm