

WIGGINTON PARISH COUNCIL

The Old School, Mill Lane, Wigginton, York YO32 2PU

Minutes of the ANNUAL MEETING of Wigginton Parish Council held virtually at 19:45 on Tuesday 5 May 2021

21/001 Attendance

Councillors: Cllr Gates, Denton, Edwards, Finch, Lakey, Leaf, Runciman, Spence and Vaughan

Ward Councillor: Cllr Cuthbertson

Members of the public: 2

Clerk: Karin de Vries

21/002 To receive nominations and elect the Chairman for 2021/22 and for the Chairman to sign the Declaration of Acceptance of Office.

Councillor Gates was nominated and seconded and it was RESOLVED unanimously to elect Cllr Gates as Chairman. Cllr Gates would sign the Declaration of Acceptance of Office after the meeting.

21/003 To receive nominations and elect the Vice Chairman for 2021/22.

It was RESOLVED unanimously to elect Cllr Spence as Vice Chairman.

21/004 Apologies

1. To receive apologies for absence given in advance of the meeting.

No apologies were received.

2. To consider the approval of reasons given for absence

None necessary.

21/005 To remind councillors to submit their Register of Interest within 28 days of any change occurring.

The Clerk reminded Councillors to update their Register of Interest if necessary.

21/006 To receive any declarations of interest and any requests for dispensation.

None were received.

21/007 To receive nominations and appoint members to the following Committees and representative bodies.

It was RESOLVED to appoint the following members:

1. Finance Committee
Cllrs Runciman, Denton, Finch, Leaf, Spence
2. Environment Committee
Cllrs Denton, Finch, Gates, Lakey
3. Haxby & Wigginton Cemetery Committee
Cllrs Denton, Finch, Gates, Lakey
4. Churchfield Open Space Committee
Cllrs Denton, Gates and Spence
5. Haxby & Wigginton Youth & Community Association
Cllr Finch
6. Wigginton Sports & Playing Fields Association
Cllrs Gates and Leaf
7. Poor & Towns Land Committee

- Cllrs Denton, Edwards and Leaf
8. The Old School Board of Trustees
Cllr Finch and Leaf to be confirmed at the next meeting of the Board of Trustees
 9. Haxby and Wigginton Traders Association
Cllr Gates
 10. Yorkshire Local Councils Association.
Cllr Finch

Cllr Vaughan, confirmed that it was his last evening as Councillor as he wished to retire from the Parish Council. He thanked the previous and the current clerk for their contributions to the Council and expressed the wish that the Parish Council will continue to be successful in its endeavours. In turn, Cllr Gates thanked Cllr Vaughan on behalf of the Parish Council for his valuable and hard work during his many years as a Councillor as well as Chairman. Cllr Leaf joined the meeting at this point.

21/008 To review the Council's Governance and policies including:-

1. To ratify the Standing Orders reviewed by the Finance Committee.

It was RESOLVED to ratify the Standing Orders but to review them further in the near future.

2. To adopt the new LGA model Code of Conduct.

It was RESOLVED to adopt the new Local Government Association's Code of Conduct without any amendments.

21/009 To resolve to renew annual membership of YLCA and SLCC.

It was RESOLVED to renew membership of YLCA and SLCC.

21/010 To consider annual financial matters:-

1. To ratify the Financial Regulations reviewed by the Finance Committee.

It was RESOLVED to ratify the Financial Regulations as reviewed by the Finance Committee.

2. To ratify the continuation of insurance cover with the same provider for a year.

It was RESOLVED to ratify the continuation of the insurance cover with the same provider and to review cover next year.

3. To consider the appointment of an internal auditor for 2021/22.

The appointment of an internal auditor was deferred.

4. To confirm the Clerk as the Responsible Financial Officer and the carrying out of a risk assessment of the RFO appointment.

After risk assessing the appointment, it was RESOLVED to confirm the Clerk as the Responsible Financial Officer.

5. To ratify the Risk Management Register as reviewed by the Finance Committee.

It was RESOLVED to ratify the Risk Management Register to be reviewed in the near future by the Finance Committee.

6. To receive the bank reconciliation for the year end.

The year-end bank reconciliation was received and noted.

7. To consider and confirm the continuation of direct debits instructions for 2021/22.

It was RESOLVED to confirm the direct debit instructions for 2021/22 for British Telecom, HMRC, NEST pensions and the Information Commissioner's Office.

8. To resolve to update the bank mandates for HSBC and Skipton BS if necessary.

It was RESOLVED to update the bank mandates in line with changes to Members of the Council.

9. To approve the Annual Governance Statement for the year ended 31 March 2021 and to note that the Chairman signs the Annual Governance Statement 2020/21.

It was RESOLVED to approve the Annual Governance Statement for the year ended 31 March 2021 and it was noted that the Chairman will sign the Annual Governance Statement 2020/21 after the virtual meeting.

10. To approve the Accounting Statements for the year ended 31 March 2021 and to note that the Chairman signs the Accounting Statements for 2020/21.

It was RESOLVED to approve the Accounting Statements for 2020/21 and it was noted that the Chairman would sign the Accounting Statements 2020/21 after the virtual meeting.

11. To set the period for the exercise of public rights and to agree the publication on the website and notice board of the Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited together with the Annual Internal Audit Report, the Annual Governance Statement and Accounting Statements for 2020/21.

It was RESOLVED to set the period for the exercise of public rights to 3rd June to 14th July 2021 and to agree the publication on the website and notice board of the Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited together with the Annual Internal Audit Report, the Annual Governance Statement and Accounting Statements for 2020/21.

21/011 To consider dates, times and places for ordinary meetings for the full council for the year.

The following meeting schedule was agreed:

23 June 2021	21 July 2021	15 September 2021
20 October 2021	17 November 2021	15 December 2021
19 January 2022	16 February 2022	16 March 2022
20 April 2022	18 May 2022	

All meetings will start at 19:00.

The meeting ended at 20:12