

Minutes of the Annual Council Meeting of Denby Dale Parish Council held on Tuesday 3 May 2016 in the Civic Chamber, Council Offices, Skelmanthorpe

Members Present: **Chairman before election** - **Cllr J Cook**
 Chairman after election - **Cllr B Jewitt**

Cllrs: Cllrs R Brook, G Turner, J Cook, B Jewitt, S Hellewell, P Flinders, M Blanshard, R Gott, E Shaw, S Slater, C Naylor, L Hardy, J Summers, K Waites, J Senior & S Merry

16/222 Election of Chairman

RESOLVED that **Cllr Jewitt** be appointed Chairman of the Parish Council until the next Annual Council Meeting.

(Proposed: Cllr Shaw Second: Cllr Summers)

16/223 The declaration of acceptance was duly signed.

16/224 Presentation to Retiring Chairman

Cllr Jewitt thanked the council and the outgoing Chairman for his conduct of the meetings during the past civic year. Cllr Cook stated that it was an honour to have been Chairman and therefore he declined to accept a presentation from the Council budget and that the thanks given were sufficient.

16/225 Election of Vice Chairman

RESOLVED that **Cllr Depledge** be appointed Vice-Chairman of the Council until the next Annual Council Meeting.

(Proposed: Cllr Brook Second: Cllr Summers)

16/226 Apologies for Absence

Reasons for absence from the meeting were submitted from Cllrs Cassidy, Depledge, Denby & Kemp

RESOLVED that reasons for absence submitted be accepted as valid.

16/227 Open Session

No members of the public were present.

16/228 Minutes of the last meeting

RESOLVED that the following minutes be approved:

Full Council - 5 April

Plans Scrutiny Committee – 26 April

Staffing Committee – 26 April

16/229 Appointment of Plans Scrutiny Committee and Election of Chair and Vice-Chair

RESOLVED that the Plans Scrutiny Committee shall meet on such occasions as the Chair deems appropriate to discuss matters appertaining to the future development of the district with plenary powers to act in an emergency and that the Committee shall comprise the following members to hold office until the next Annual Council Meeting:

Cllr E Shaw (Chair)

Cllr P Kemp

Cllr C Naylor

Cllr S Slater (Vice Chair)

Cllr W Jewitt (ex officio)

Cllr L Hardy

Cllr K Waites

Cllr J Depledge (ex officio)

Cllr J Summers

Cllr J Senior

Cllr S Merry

RESOLVED that Cllr E Shaw and Cllr S Slater be appointed Chair and Vice-Chair respectively of the Plans Scrutiny Committee until the next Annual Council Meeting.

RESOLVED to amend Standing Orders at the next Full Council meeting to allow for variations in the standing committee membership numbers, thereby allowing Cllr Cook membership on the Plans Scrutiny Committee.

Appointment of Finance & General Purposes Committee and Election of Chair and Vice-Chair

RESOLVED that the Finance and General Purposes Committee shall meet on such occasions as the Chair deems appropriate to discuss matters involving expenditure and such matters as the Council shall from time to time determine and that the Committee shall comprise the following members to hold office until the next Annual Council Meeting:

Cllr R Gott	Cllr P Flinders
Cllr P Cassidy	Cllr M Blanshard
Cllr B Jewitt (ex officio)	Cllr G Turner (Vice Chair)
Cllr S Hellewell	Cllr N Denby
Cllr R Brook (Chair)	
Cllr J Depledge (ex officio)	

RESOLVED that Cllr Brook be appointed Chair of the Finance and General Purposes Committee until the next Annual Council Meeting. It was **RESOLVED** that Cllr Turner be appointed the Vice Chair.

16/230 Appointment of Staffing Committee

RESOLVED that the Staffing Committee should meet on such occasions as the Chair deems appropriate to discuss employment matters and that the Committee shall comprise the Chairs and Vice Chairs of the Council and the Finance and General Purposes Committee. Cllr B Jewitt, Cllr J Depledge, Cllr R Brook and Cllr G Turner will therefore serve on the Staffing Committee until the next Annual Council Meeting:

Appointment of Appeals Committee

RESOLVED that the Appeals Committee should meet on such occasions as required. All members of the Finance & General Purposes Committee who are not members of the Staffing Committee will serve on the Appeals Committee until the next Annual Council meeting.

16/231 Sub Groups/Working Parties of the Council

Appointment of the Working Party on Public Transport

RESOLVED that Cllrs K Waites, E Shaw, J Depledge and R Brook be appointed to the Working Party on Public Transport.

Appointment of Business Plan Sub Group

RESOLVED that there would not be a Business Plan Sub Group this civic year.

Appointment of Heritage Working Group

RESOLVED that Cllrs K Waites, R Brook, S Slater, J Cook and E Shaw be appointed to the Heritage Working Group.

Appointment of Library Building Working Group

RESOLVED that Cllrs R Brook, G Turner, P Flinders, J Cook, B Jewitt, R Gott and K Waites be appointed to the Library Building Working Group.

Appointment of the Churchfields Working Group

RESOLVED that Cllrs R Brook, J Cook, K Waites, G Turner, C Naylor and M Blanshard be appointed to the Churchfields Working Group.

16/232 Appointment of Representatives to the Denby Dale Parish Environment Trust

RESOLVED that Cllr G Turner and J Cook be appointed to serve as the Parish Council's representatives on the Executive Committee of the Environment Trust and that Cllr J Cook be appointed as the Parish Council's ordinary representative on the Environment Trust.

16/233 Appointment of Representatives to the Steering Group of the Denby Dale Parish Countryside Project

RESOLVED that Cllrs G Turner, J Cook & J Summers be appointed to serve as the Parish Council's representatives on the Steering Group of the Denby Dale Parish Countryside Project.

16/234 Appointment of Voting Representatives to the Yorkshire Local Councils Associations

RESOLVED that Cllrs E Shaw and B Jewitt be appointed as representatives to the Yorkshire Local Councils Associations. Cllr Shaw reminded councillors that other, non-voting councillors could attend meetings.

16/235 Appointment of Representatives to Local Organisations Rural District Committee

RESOLVED that Cllrs R Brook and M Blanshard be appointed as representatives to the Rural District Committee.

Public Rights of Way Forum

RESOLVED that Cllr R Brook be appointed as representative to the Public Rights of Way Forum.

Historic Buildings Trust

RESOLVED that Cllrs P Kemp, J Summers and J Cook be appointed as representatives to the Historic Buildings Trust.

Clayton West Millennium Green Trust

RESOLVED that Cllrs W Jewitt and L Hardy be appointed as representatives to the Clayton West Millennium Green Trust.

Rural Transport Partnership

RESOLVED that Cllrs K Waites and J Depledge be appointed as representatives to the Rural Transport Partnership.

School Governors

RESOLVED that Cllr K Waites remained as the Council School Governor at Scissett First School.

16/236 Annual Subscriptions

RESOLVED that the following subscriptions be renewed as they fall due:

- Society of Local Council Clerks
- Penistone Line Partnership
- Yorkshire Local Council Association

16/237 Grants Denby Dale Rotary Club

RESOLVED that the Denby Dale Rotary Club be awarded £840 towards the cost of a defibrillator at the Savoy Squash Club on the provision that they could show permission to do this, using the General Power of Competence provided by the Localism Act 2011.

16/238 Finance Matters

- **Orders for Payment: RESOLVED** that orders for payment no.655 be approved for payment, totalling £238.86.
- **Payment of Salary: RESOLVED** to authorise the payment of the Clerk's May Salary, HMRC and WYPF
- **Mobile Phone: RESOLVED** that the Clerk receive delegated authority to purchase a mobile phone contract for the new Countryside Officer

16/239 To Receive the Annual Accounts 2015-2016

The statutory requirement for all councils/parish meetings to approve Section 1 (the Annual Governance Statement) before Section 2 (The Accounts)

A: Internal Audit Report and Review of Effectiveness of Internal Audit– RESOLVED that the report submitted by the internal auditor, Michael Fox of Torevell Dent, be approved. **RESOLVED** that the Review of Effectiveness of Internal Audit be approved.

B: Annual Return – RESOLVED that the Annual Governance Statement (Section 1) of the Annual Return be approved and adopted by the council and signed by the Chairman and sent to the auditors

C: Annual Return – RESOLVED that the Accounting Statements (Section 2: The Accounts) of the Annual Return be approved and adopted by the council and signed by the Chairman and sent to the auditors
Both Sections were considered as directed by law.

D: Annual Accounts 2015-16 RESOLVED that the annual accounts for the parish council be approved.

Signed..... (CHAIRMAN)