**SHIPTONTHORPE PARISH COUNCIL**

**Document Reference 3/2017-18**

**5th June 2017**

Shiptonthorpe Parish Council – Minutes of the eeting held on the **1st June 2017 at 7.30pm** in the Village Hall, Station Road, Shiptonthorpe, YO43 3PH

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| Present |  |  |
| Cllr Robert Ducker | RD | Chairman |
| with |  |  |
| Cllr Tim Bowron | TBo | Councillor |
| Cllr Margaret Dixon | MD | Councillor  |
| Cllr Edward Bowron | EB | Councillor |
| Cllr Janet Miller | JM | Councillor |
| Cllr Hilary Hazell | HH | Councillor |
| Cllr Neil Johnstone | NJ | Councillor |
| Cllr Richard Hardy | RH | Councillor |
| Attended by |  |  |
| **Officers** |  |  |
| Catherine Simpson | CS | Clerk and RFO |
| **Others** |  |  |
|  |  |  |
| None |  |  |
|  |  | **Action** |
| **17/18-25** | APOLOGIES & REASONS FOR ABSENCE |  |
|  | Apologies were received from Cllr Richard Wilkins and the reasons approved. |  |
| **17/18-26** | DECLARATIONS OF INTEREST |  |
|  | Declarations of interest (although not pertinent to this meeting’s agenda items) were received from:1. Councillor Ducker – A1079 proposals, Shiptonthorpe Charity & ROAG, Village Fete.
2. Councillor Tim Bowron – Heritage Project, ROAG, Village Hall, Folk in the Field
3. Councillor Janet Miller – ROAG, Village Hall
4. Councillor Hilary Hazell – Village Hall, Shiptonthorpe Charity
5. Councillor Margaret Dixon – Bowling Club
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| **17/18-27** | INTERNAL AUDIT REPORT |  |
|  | Council discussed the points raised in the internal audit report and an action plan was drawn up to address these. Items addressed included: 1. A decision to revert to the original distribution of the correspondence log via email.
2. Dropbox can no longer be used as Local Government legislation does not permit the use of an American based company for cloud based backups. It was agreed that two backups will be taken, one cloud based and one hard copy.
3. Clerk to order a debit card for the current account to facilitate online payments.
4. It was agreed also that the Chairman receive a copy of the monthly bank statements.
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| **17/18-28** | **ADOPTION OF YEAR END ACCOUNTS** |  |
|  | **RESOVED:** That the year- end accounts, Annual Governance Statement and Accounting Statements be adopted (JM/EB). |  |

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| **17/18-29** | **REVIEW OF FINANCIAL REGULATIONS** |  |
|  | The new 2016 financial regulations were reviewed in detail and adopted after having been suitably amended to reflect council’s requirements. |  |
| **17/18-30** | **ADMINISTRATION MATTERS** |  |
|  | The following were reviewed and adopted:1. Standing Orders – subject to minor amendment
2. Health and Safety policy
3. Grass cutting and litter picking risk assessments
4. Recording policy
5. Media policy
6. Equality policy
7. Data Protection policy

The following will be reviewed at the next meeting:1. Grant awarding policy
2. Emergency Plan
3. Scheme of Publication
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| **17/18-32** | **MEETING DATES** |  |
|  | Due to another booking in the Village Hall it was agreed that future meetings would take place in the small room starting with the public open forum at 7.15pm. The meeting itself will commence at 7.30pm prompt.The next meeting will take place on the 15th June. |  |

Meeting closed at 21.15

Signature of Chairman:

**Clerk**: Catherine Simpson, 19 Princess Road, Market Weighton, Y043 3BX

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