

Minutes of the virtual meeting of Ackworth Parish Council's Finance & General Purposes Committee meeting held on Monday 22 February 2021 commencing at 7:45 pm

Present: Cllr S Balfour in the Chair

Cllrs: J Bell, M Galvin, T Hames, Mrs S Hollyhead, G Marshall

1 member of the public

3 Parish Councillors who are not members of the committee

1. To receive apologies for absence and to approve the reasons given.

1.1 No apologies to receive.

2. Declarations of Interests and Dispensations

2.1 To receive declarations of interest from Councillors on items on the agenda

2.2 To receive written requests for dispensations for disclosable pecuniary interest (if any)

2.3 To grant any requests for dispensation as appropriate

Cllr Hames declared an interest in Agenda item 14

3. To receive the minutes of the Finance and General Purposes Committee held on 23 November 2020

3.1 The minutes were noted.

4. To receive any matters arising from the minutes

4.1 The Clerk reported that a link to an explanation of the criteria for CIL funding has been sent by Wakefield Council.

5. To receive the insurance renewal documentation and to identify any changes require to the Parish Council

5.1 It was agreed that the Clerk would check the following:

- Current population of Ackworth
- The amount for which the Parish Council owned machinery is insured

Cllr Balfour proposed and Cllr Bell seconded that a recommendation is put to the Parish Council to engage a company to revalue the council buildings.

Voting took place

5 councillors voting in favour

0 councillors voted against

1 councillor abstained

6. To receive a report from the Clerk re the Library Lease and to recommend any action required to the Parish Council.

6.1 Cllr Hames proposed and Cllr S Hollyhead seconded to engage a solicitor to draw up a 10 year lease for the library and to continue to charge a peppercorn rent of £1

Voting took place
6 councillors voted in favour
0 councillors voted against
0 councillors abstained

7. To receive and note a report from the Clerk regarding the Local Restrictions Support Grant

7.1 It was agreed to receive and note the report.

8. To receive an update from the External Auditor regarding the Annual Governance Report to 31 March 2020

8.1 The external auditor reported that a challenge has been received and investigation costs would be £350 per hour plus VAT. The update was received and noted.

9. To receive an email from the Internal Auditor regarding this current years Internal Audit and to recommend a course of action to the Parish Council

9.1 The Clerk reported that the internal auditor had informed her that due to health problems he has asked that the Parish Council make alternative arrangements for this year's audit.

Cllr Hames proposed and Cllr S Hollyhead seconded to recommend to the Parish Council that the Internal Auditor who had previously submitted a quotation for the work is appointed.

Voting took place
5 councillors voted in favour
0 councillors voted against
1 councillor abstained

10. To receive an email from the Internal Auditor regarding an enquiry he received from a Parish Councillor and to recommend any actions required to the Parish Council

10.1 The Clerk advised that the Internal Auditor is appointed by the Parish Council therefore the Internal Auditor is accountable to the Parish Council. Any matters that need to be addressed should come direct to the Parish Council.

It was recommended that the Clerk gives a report on this matter when the minutes are considered at the next Parish Council meeting

Voting took place
5 councillors voted in favour
0 councillors voted against
1 councillor abstained

11. To receive and note a report from the Clerk regarding the renewal of the utility contracts and the telephone account

11.1 The report was received and noted.

12. To receive and recommend to the Parish Council minor amendments to the Financial Regulations

12.1 It was proposed by Cllr S Hollyhead and seconded Cllr Galvin to recommend that the Parish Council accept the amendments as presented

Voting took place

5 councillors voted in favour

0 councillors voted against

1 councillor abstained

13. To receive information from YLCA regarding the Stress Management Policy and to recommend to the Parish Council that this policy is approved as presented by the Clerk.

13.1 Cllr S Hollyhead proposed and Cllr Bell seconded to recommend to the Parish Council that the policy is approved.

Voting took place

5 councillors voted in favour

0 councillors voted against

1 councillor abstained

14. To receive an update on Low Ackworth Playing Field Lease and to recommend any action required to the Parish Council

14.1 Cllr Hames had previously declared an interest and left the meeting.

14.2 Cllr Balfour proposed and Cllr S Hollyhead seconded the following

- A letter to be sent to the Chief Executive of Wakefield Council asking that the asset transfer is reconsidered.
- The committee invites the members of the Low Ackworth Community Association to discuss the requirements
- Parish Council to consider the above requirements and instruct a solicitor to draw up an agreement \ sub-lease.

Voting took place

5 councillors voted in favour

0 councillors voted against

1 councillor declared an interest

15. To agree that the Personnel Sub Committee meet to discuss staffing matters relating to contracts of employment and that any recommendations are reported direct to the Parish Council at the March meeting.

15.1 It was proposed by Cllr Hames and seconded by Cllr Bell that a meeting is held to discuss the above matters.

Voting took place

5 councillors voted in favour

1 councillor voted against.

0 councillors abstained

16. Health & Safety - receive and note a report on Health & Safety Issues

16.1 Nothing to report

Members or the public and Parish Councillors who are not members of the committee were asked to leave the meeting.

PUBLIC BODIES (ADMISSION TO MEETING ACT 1960) THAT THE PRESS AND THE PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT THE PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

Having previously given her apologies, Cllr Marshall left the meeting.

17. To receive the minutes of the Personnel Sub Committee held on 4 February 2021 and to decide how the recommendations are dealt with.

17.1 Cllr Bell proposed and Cllr S Hollyhead seconded to recommend to the Parish Council that the recommendations within the above minutes are approved.

Voting took place

5 councillors voted in favour

0 councillors voted against

0 councillors abstained

18. To receive and note a report from the Personnel Sub Committee on meetings held between 1 July 2020 and 31 January 2021

18.1 The Chairman agreed that the report would be brought back to a future meeting.

19. To receive and note the Budget summary sheets to end of January 2021

19.1 The summary sheets were received and noted and there were no queries to report.

There being no further business to discuss the Chairman closed the meeting at 20:50 pm.