

MINUTES of the meeting of Haxby Town Council held on Monday 17 June 2019 in the Memorial Hall, Haxby, at 7.30 pm.

PRESENT

Cllr M Guilford (Chairman)	Cllr M Preston
Cllr M Harrison	Cllr I Craven
Cllr Richardson	Cllr N Wyatt
Mr M W Scott (Clerk)	

City of York Ward Councillor for Haxby & Wigginton, Ian Cuthbertson, was also present.

APOLOGIES

- 1 Apologies were received from Cllr Rice, Cllr Newton and Cllr Cousins.  
**RESOLVED to formally approve the reason for Cllr Newton's ongoing and potentially long term absence.**

MINUTES OF FULL COUNCIL MEETING HELD ON 13 MAY 2019

2. **RESOLVED that the minutes of the meeting held on 13 May 2019 be confirmed as a true and accurate record and signed by the Chairman.**

MINUTES OF EXTRAORDINARY FULL COUNCIL MEETING HELD ON 28 MAY 2019

3. **RESOLVED that the minutes of the meeting held on 28 May 2019 be confirmed as a true and accurate record and signed by the Chairman.**

DECLARATIONS OF INTEREST

4. None.

RECEIPT OF STANDING ORDERS

5. All Councillors present signed to acknowledge receipt of a copy of Standing Orders.

COMMUNICATIONS WITH YLCA

6. None.

PRESENTATION OF THE YEAR ENDING 31 MARCH 2019 ACCOUNTS FOR APPROVAL

7. **RESOLVED that the year ending accounts as at 31 March 2019 be approved and signed by the Chairman.**

SIGNING OF THE ANNUAL RETURN FOR 2018-2019 BY CHAIRMAN AND THE PROPER OFFICER

8. **RESOLVED** that the annual return for 2018-2019 be signed by the Chairman and the Proper Officer.

CASH CHECK

9. Two Councillors had carried out a Cash Check on 17 June 2019 checking cash held, transfers between bank accounts and online direct payments and had found everything to be in order.

FINANCIAL STATEMENT – 31 MAY 2019

10.

Financial Statement for Haxby Town Council for May 2019

Receipts to 31 May 2019

Rent		520.00
Carnival Sponsorship (Co-op)		250.00
Barclays Loyal Reward		4.70
Allotment Rents		628.00
City of York Council Precept		60300.00
City of York Council Grant		2000.00
HMRC		701.22
Carnival Stall Booking		40.00
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		64443.92

Payments to 31 May 2019

Haxby Memorial Hall - Rent	DP	304.00
North Yorkshire Pension Fund	DP	1589.76
HMRC	DP	1157.95
Npower	DD	511.00
Salaries	DP	4248.00
Dean Landscapes	DP	1003.20
R Fitch	DP	60.00
David Badrick Windows	DP	264.00
Complete Business Solutions	DP	91.68

20 June 2019

Barclays (Charges)	DP	23.46
Central Fire	DP	76.20
Talk Talk	DD	27.00
		9356.25
Balance as at 30 April 2019		70965.90
Receipts		64443.92
		135409.82
Payments		9356.25
Balance carried forward		126053.57

**RESOLVED that the financial statement as at 31 May 2019 which detailed payments totalling £9356.25 inclusive of VAT be approved.**

**POLICE REPORT FOR THE MONTH OF MAY 2019**

11. **The police report for the month of May 2019 was RECEIVED.**

**CO-OPTION OF NEW COUNCILLORS**

12. The Chairman reminded Councillors of the need to co-opt 4 new Councillors to Haxby Town Council and that so far no one had come forward.

**COMMITTEES**

13. The Chairman explained that there was a shortage of Councillors on some Committees due to the Council being effectively 5 Councillors short at present. **RESOLVED that Cllr Preston and Cllr Craven be appointed to the Staffing Committee.**  
**RESOLVED that Cllr Richardson be appointed to the Neighbourhood Plan working group.**  
**RESOLVED that the Finance Committee should be re-designated as a Working Group. Cllr Harrison agreed to draft the wording for the Finance Working Group.**

**COMMITTEES' TERMS OF REFERENCE**

14. The Chairman explained that the "Terms of Reference" of all the Council's Committees were in need of review and requested that the Chairman of all Committees should review these at a future meeting and then bring them back to the Full Council for approval. He also presented the Council with a draft of new "Terms of Reference" for the Carnival Committee. He explained that the main reason for doing this was to allow a member of the public to be the Chairman of the Carnival Committee. Current "Terms of Reference" don't allow for this.

**RESOLVED that the draft new “Terms of Reference” for the Carnival Committee be approved.**

#### FREEDOM OF HAXBY AND COMMUNITY AWARDS EVENT

15. The Chairman explained that since last month’s meeting a group of Councillors had met to discuss how the Freedom of Haxby / Community Awards Event will work. He explained that the format of the Community Awards section was still unknown. The Clerk then explained that invitations had gone out to a number of individuals who had been selected by three of the four recipients of the Freedom of Haxby award. He added that the total number who could be catered for on the evening was 120 and that the Freedom award would account for about 60 of those places.

#### REVIEW OF STANDING ORDERS

16. The Chairman explained that review of Standing Orders was still on going but that in the interim NALC’s Standing Order template had been updated to include items specific to Haxby Town Council’s Committees. He also asked Councillors to read Standing Orders prior to the next meeting particularly focusing on Section 1.

#### HAXBY CARNIVAL

17. The Chairman reminded Councillors that as many volunteers as possible were required to help on Carnival Day.

#### INVENTORY OF LAND & ASSETS INCLUDING BUILDINGS & OFFICE EQUIPMENT

18. Prior to the meeting the Clerk had sent to all Councillors a copy of the asset register, a list and value of all office equipment and a copy of the renewal insurance policy through Zurich Insurance. He explained that the internal auditor had been happy with all values and levels of cover. All document were **RECEIVED**.

#### INSURANCE COVER

19. The Clerk explained that the insurance policy had been revised, at no extra cost, to more accurately reflect the value of the Council’s assets and office equipment. The Council thought it would be a good idea for the Council’s document management system to be considered at the next meeting.

#### BRIEFINGS RECEIVED FROM YLCA

20. During the month 3 briefing had been received from YLCA. These were as follow:
- The power to spend council funds
  - Council scrutiny of HMRC; PAYE, NI payments and Real Time Information.
  - Paying the data protection fee.
- All briefings were RECEIVED.**

## YORK'S FLOOD ALLEVIATION SCHEME

21. York's Flood Alleviation Scheme, which had been circulated to all Councillors prior to the meeting, was discussed by the Council. At an early stage during the discussion the meeting was suspended to allow questions to be asked of Cllr Cuthbertson. The meeting then resumed.
- RESOLVED that Cllr Cuthbertson was to try and get information specifically relating to Haxby concerning the Flooding / Drainage situation.**
- RESOLVED that Cllr Richardson is to look up the documentation he received the last time a survey was carried out with residents of Haxby concerning the problems they encounter with flooding and drainage.**

## HOMELESS PEOPLE

22. An email from a resident was read to Councillors about the situation of a homeless person in the village during Christmas 2018. The email was requesting that the Town Council look in to hosting an event involving local groups in order to devise a strategy to help should the same situation arise again in the future. It was agreed that the Clerk should contact City of York Council (CYC) in order to try and establish what facilities are available from the City and to see if a meeting with a CYC representative could be arranged.

## WHITE ROSE UPDATE

23. **The most recent issue of the White Rose update was RECEIVED.**

## CITIZENS ADVICE YORK REPORT

24. **The Citizens Advice York report for the period October 2018 – March 2019 was RECEIVED.**

## PLANNING COMMITTEE

25. The minutes of the meeting held on 14 May 2019 were received.

## AMENITIES COMMITTEE

26. The minutes of the meeting held on 20 May 2019 were received.

## MATTERS FOR INCLUSION

27. The Chairman reminded Councillors that matters for inclusion on the agenda for the next Full Council meeting should be with the Clerk no later than 7 days prior to the meeting. (Standing Order 4.1)

DATE OF NEXT MEETING

28 Due to staff holidays and the volume of work associated with the Haxby Carnival, the date of the next meeting was set as Monday 22<sup>nd</sup> July 2019.

The meeting closed at 8:58pm

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Chairman

**(These Minutes are displayed 'unsigned' and are subject to correction at the next Council meeting.)**

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