

MINUTES of the meeting of Haxby Town Council held on Monday 8<sup>th</sup> June 2020 by videoconferencing at 10.00am.

PRESENT

Cllr M Guilford (Chairman)	Cllr A Richardson
Cllr M Harrison	Cllr I Craven
Cllr E Samuel	Cllr N Wyatt
Cllr D Rice	Mr M W Scott (Clerk)

APOLOGIES

1. Cllr M Preston had sent his apologies prior to the meeting and the Chairman advised that Cllr R Cousins had resigned from the Council.

REASONS FOR ABSENCE APPROVED

2. The reason for Cllr Preston's absence was approved.

MINUTES OF THE EXTRA-ORDINARY MEETING HELD ON 11 MAY 2020

3. **RESOLVED that the minutes of the meeting held on 11 May 2020 were confirmed as a true and accurate record and signed by the Chairman.**

DECLARATIONS OF INTEREST MADE UNDER THE COUNCIL'S CODE OF CONDUCT.

4. None.

COMMUNICATIONS WITH YLCA AND OTHER REGULATORY BODIES

5. The Chairman explained that since the last meeting communications had taken place with Yorkshire Local Council's Association and that this would be referred to later in the meeting.

CASH CHECK

6. The normal monthly cash check had not taken place due to restrictions put in place by the government and which related to social distancing measure as a result of the COVID-19 pandemic. Cllrs Rice and Harrison were however in the process of inspecting certain documentation relating to the months of April and May.

FINANCIAL STATEMENT – MAY 2020

7.

Financial Statement for Haxby Town Council  
for May 2020

Details	Amount
<u>Receipts to 31 May 2020</u>	
	0.00
<u>Payments to 31 May 2020</u>	
Haxby Memorial Hall - Rent	DP 304.00
North Yorkshire Pension Fund	DP 1515.33
HMRC	DP 1107.99
Salaries	DP 4295.13
Talk Talk	DD 27.00
Edge IT	DP 547.20
R Fitch	DP 60.00
Barclaycard	DP 79.00
YLCA	DP 1059.00
HWYCA	DP 3397.00
City of York Council	DP 83.64
Dean Landscapes	DD 1031.81
	13507.10
Balance as at 30 April 2020	168750.68
Receipts	0.00
	168750.68
Payments	13507.10
	155243.58

**RESOLVED** that the financial statement as at 31 May 2020 which detailed payments totalling £13507.10 inclusive of VAT be approved.

8 June 2020

APPROVAL OF ACCOUNTS FOR YEAR ENDING 31<sup>ST</sup> MAY 2020

8. **RESOLVED that the year ending accounts as at 31 March 2020 be approved and signed by the Chairman.**

ANNUAL RETURN

9. **RESOLVED that the annual return for 2019-2020 be signed by the Chairman and the Proper Officer.**

TOWN COUNCIL INSURANCE POLICY

10. **RESOLVED that the Town Council's insurance policy with Zurich was renewed for a 5 year period at a cost of £1439.44 per annum.**

POLICE REPORT FOR MAY 2020.

11. No police report had been received for May 2020 at the time of the meeting.

ITEMS FOR ANNUAL REVIEW

12. The working group set up to look at the annual checks within standings orders confirmed that the items had been reviewed.

HAXBY TOWN COUNCIL WEBSITE

13. The Chairman explained that the Town Council's new website was nearly ready for launch and asked members to look at the site and report back any suggestions they may have. The Chairman also asked Cllr Rice for the Cemetery Committee to put together a description of the Cemetery for inclusion on the site.

HAXBY TOWN COUNCIL BUSINESS CONTINUITY PLAN

14. The Chairman suggested that a working party be set up in order to prepare a business continuity plan for future reference should a situation arise again akin to the current COVID-19 pandemic. The Council agreed to the formation of a working group and that it would consist of Cllr Guilford, Cllr Samuel and Mr Scott.

HAXBY TOWN COUNCIL DIGITAL DOCUMENT RETENTION PLAN

15. The Chairman referred back to item 5 above stating that the Clerk had been in touch with YLCA regarding the allowing of electronic minutes to be the formal record of the Council and also to see what the requirements were for displaying electronic minutes on the Town Council website. The Clerk reported that the formal record of minutes must be held in paper format in perpetuity according to the current law. He also reported that it was up to the Council to decide how long electronic minutes should go back on the Town Council website. Taking this information in to account the Council decided that minutes on the website should go back to the time that they originally started to appear on the site which was believed to be 2007

WHITE ROSE UPDATES

- 16 The latest White Rose Updates were **RECEIVED**.

RECREATIONAL & OPEN SPACES COMMITTEE

17. The minutes of the meeting held on 18 May 2020 were **RECEIVED**.

COMMUNITY ASSETS COMMITTEE

18. The minutes of the meeting held on 18 May 2020 were **RECEIVED**.

CEMETERY COMMITTEE

19. The minutes of the meeting held on 26 May 2020 were **RECEIVED**.

PLANNING COMMITTEE

20. The minutes of the meeting held on 1 June 2020 were **RECEIVED**.

MATTERS FOR INCLUSION

21. 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)

The Chairman then went through the dates of next month's meetings during which some Councillors requested that times be published as well as dates. The Chairman specifically mentioned the date of the next Full Council meeting may be subject to change as certain Councillors and the Clerk currently had other commitments for the date scheduled.

The meeting closed at 10.40pm

.....  
Chairman

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

8 June 2020