



TANKERSLEY PARISH COUNCIL

Clerk: Gemma Smith

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Minutes of the Ordinary Meeting of Tankersley Parish Council Held on Monday 19 June 2023 at 7.00pm in the Tankersley Hub

Present	Cllr Helen Reckless (Chair), Cllr Paul Simpkin (Vice Chair), Cllr Lindsey Greaves
In Attendance	Gemma Smith - Clerk
Also Present	One member of the public

1. Introduction of New Clerk

Cllr Reckless welcomed Gemma Smith to the meeting and informed the Council that she had been appointed to the position of Parish Council Clerk and Responsible Financial Officer on 12th June 2023. Training and handovers are underway.

- 1.1 Minutes of the Staffing Committee held 10th June 2023 were shared and signed by the chair.

2. Apologies

- 2.1 Apologies were received from Cllrs Lodge, Clarney and Cocking.

Tankersley Parish Council did not consider that the absences from the meeting should be authorised.

3. Declarations of Interest and Dispensation Requests

- 3.1 No declarations of interest were noted.

- 3.2 No dispensation requests were received.

4. Public Question Time

One member of the public requested to speak to the following topics, Return of Keys for Storage Unit, Speed Indicator Device, Refurbishment of Bench and Bonfire Event. The Chair sought and obtained a second. Topics were authorised to be added to the agenda.

Return of Keys for Storage Unit

A member of the public returned the keys for the Parish Council storage unit. These are to be held by the chair and clerk.

Speed Indicator Device (SID)

A member of the public updated that the SID located on Westwood New Road was not working, it was noted that this had been recently serviced. The Chair suggested that the council should explore alternative equipment options due to the challenges face with regards to maintenance and cost of re-location.

5. Minutes

5.1 Tankersley Parish Council RESOLVED that the minutes of the rescheduled Annual Parish Council Meeting held on Monday 22nd May 2023 were agreed as a true and accurate record.

5.2 Tankersley Parish Council RESOLVED that the Minutes of the Ordinary Parish Council Meeting held on Thursday 25 May 2023 were agreed as a true and accurate record.

6. Draft Minutes

Tankersley Parish Council RESOLVED to adhere with Paragraph 29 of the Transparency Code for Smaller Authorities. As the new clerk is currently undergoing training it is noted to commence from July 2023.

7. Business Raised During Public Question Time

Tankersley Parish Council RESOLVED to respond to the query raised by a member of the public with regards to 2023 Bonfire plans.

Bonfire Event

A member of the public asked about ownership/organisational leadership of the Bonfire Event for 2023. It was noted that this had been reviewed and previously discussed by the Parish Council who are keen to maintain ownership of the event. It was recognised that the resource required to run the event would be significant and it was suggested that a collaborative approach with TCA would be beneficial. **Action: Parish Council to organise a scoping meeting for 29th June 2023. Feedback to TCA re collaboration and create a working group for the event.**

8. Allowing Members of the Public to speak outside of the Public Session and during the main Parish Council meeting as requested by Cllr Cocking

Tankersley Parish Council considered the request made by Cllr Cocking. It was noted that the request would differ from current Standing Orders and any changes would be inconsistent with the practice of other public bodies. It was RESOLVED that Standing Orders would not be changed and the council will continue to follow these.

9. Providing Cllr Cocking with an Itemisation of all Parish Council Expenditure during 2022-23

Tankersley Parish Council considered the request made by Cllr Cocking. It was noted that the information requested has been available on the Parish Council website since the end of April 2023 and this is noted by the AGAR 2022-2023. It was RESOLVED that Cllrs Reckless & Simpkin would direct & support Cllr Cocking with viewing this information.

10. Neighbourhood Plan

Tankersley Parish Council noted no update had been provided. It was RESOLVED to invite the

chair of the neighborhood committee to the July Ordinary Meeting of Tankersley Parish Council to provide an update.

10.2 No feedback or recommendations received.

11. Financial Matters

11.1 Expenditure

C. Mullen – Salary as RFO	465.00
C. Mullen – Home Working Allowance	24.00
HMRC - PAYE	6.80
TOTAL	£495.80

11.2 Income

Interest on Deposit account	12.21
TOTAL	£12.21

11.3 Current and Deposit Account Statements As at 1 May 2023

Current	£31,380.36
Deposit	£12,580.22
Total	£43,960.58

11.4 Bank Reconciliation Statements

11.4.1 Tankersley Parish Council RESOLVED to sign and publish the Current Account Bank Reconciliation Statement to 31st May 2023.

11.4.2 Tankersley Parish Council RESOLVED to sign and publish the Deposit Account Bank Reconciliation Statements to 30 April 202

11.5 S.137 Expenditure During 2022 -23

Tankersley Parish Council reviewed the expenditure and noted there was no overspend allowing use of powers granted by Local Government Act 1972 s.137.

11.6 Authorisation to Pay for Re-furbishment of Platinum Jubilee Bench in Pilley Park

A member of the public gave an update on the planned refurbishment and relocation of the bench. Tankersley Parish Council RESOLVED that payment of £700 was approved and therefore could be transacted.

12. AGAR 2022-23

12.1 Tankersley Parish Council noted the report and recommendations. This is to be addressed as a matter of urgency now the new clerk is in position.

12.2 The Annual Governance Statement.

12.2.1 The Annual Governance Statement was reviewed and it was noted that section M response was “No”, the reason for this was discussed and how to correct this for future.

12.2.2 The Annual Governance Statement document was signed by the current Chair and Clerk with assurances re accuracy provided by the previous clerk and council.

12.3 The Accounting Statements

12.3.1 It was noted that the RFO had signed the Accounting Statements before presenting to the council.

12.3.2 Account statements were reviewed and signed by the Chair.

12.4 The Exercise of Public Rights

12.4.1 Tankersley Parish Council RESOLVE that the exercise of public rights will take place Monday 26th June to Monday 7th August 2023.

- 12.4.2** Tankersley Parish Council note that notice for the exercise of public rights will be given on Tuesday 20th June 2023.
- 12.4.3** Tankersley Parish Council authorise the RFO to publish the below documents on the website and noticeboards:
- The Annual Internal Audit Report
 - the Accounting Statements, accompanied by:
 - i) a declaration, signed by the RFO to the effect that the statement of accounts will not be audited on account of that authority's self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;
 - ii) the Annual Governance Statement; and
 - iii) the Certificate of Exemption; and
 - a statement that sets out—
 - iv) the period for the exercise of public rights;
 - v) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - vi) the name and address of the local auditor;
 - vii) the provisions contained in section 25 (inspection of statements of accounts etc), section 26 (inspection of documents etc) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;
- 12.4.4** Tankersley Parish Council authorised the RFO to submit documents and provide new clerk details.
- 13. To Consider the Issues raised by Cllr Cocking Regarding Concerns Identified with the 2021-22 Audit**
 Tankersley Parish Council reviewed and discussed Cllr Cocking concerns regarding failures to monitor the 2021-22 budget. It was noted that the former Clerk had raised these concerns with internal and external auditors as they were discovered. Actions has been taken to ensure that robust monitoring processes are in place for ongoing council business. It was RESOLVED that former Clerk took appropriate actions to address these issues and it was acknowledged that a retrospective 2021-22 budget creation would have been inappropriate and fraudulent.
- 14. Asset Register**
- 14.1** Tankersley Parish Council reviewed and discussed Cllr Cocking request to change the format of the asset register.
- 14.2** Tankersley Parish Council RESOLVED that the Asset register format is prescribed by regulations 26(e) of the Transparency code and therefore would remain in its current format.
- 14.3** Tankersley Parish Council reviewed the Asset Register and Inventory of Land for 2023/24.
- 15. Balancing the 2023/24 Budget**
 It was RESOLVED to defer until 17th July 2020 Ordinary Meeting of Tankersley Parish Council.
- 16. Changing the Bank Mandate**
- 16.1** Tankersley Parish Council RESOLVED that the new clerk should be added to the Bank Mandate as a signatory
- 16.2** Tankersley Parish Council RESOLVED that the former clerk should be removed as a signatory.

16.3 Tankersley Parish Council RESOLVED that the address of the Bank Account should be changed to that of the new clerk.

17. **Insurance Review**

Tankersley Parish Council reviewed and noted the arrangements for insurance cover 2023/24.

18. **To consider and note the Parish Council’s Annual Payments and Subscriptions:**

Tankersley Parish Council reviewed and noted the annual payments and subscriptions:

- Salaries
- Yorkshire Local Councils Association
- Edge IT for Finance Package
- Information Commissioner
- Website hosting and e-mail Provision

19.1 Tankersley Parish Council reviewed and approved the updated policy – Model Publication Scheme.

19.2 Tankersley Parish Council reviewed and approved the updated policy – A Freedom of Information Policy.

20. **To agree a timetable for reviewing and re-adopting the following Parish Council Policies for 2023/24**

The timetable for reviewing and re-adopting policies for 2023/24 was reviewed and it was RESOLVED that this required focus and therefore would be deferred until the Ordinary Meeting of Tankersley Parish Council 17th July 2023.

21. **Membership of Outside Bodies**

It was noted that the clerk is responsible under instruction from the chair for monitoring this item and is a standing agenda item.

SOCIAL AND COMMUNITY INFRASTRUCTURE

22. **Kes Bench**

To RESOLVE that the discussion should be deferred until the Ordinary Meeting of Tankersley Parish Council 17th July 2023.

23. **Wood being removed from Broad Ings Wood**

Tankersley Parish Council considered the concerns raised by Cllr Cocking; it was RESOLVED that no further action is required.

24. **Planning Applications**

No planning applications have been received at the date of issuing this Agenda.

25. **Date of Future Meetings**

To RESOLVE to note the date of the next Ordinary Meeting of Tankersley Parish Council as Monday 17th July 2023, 7.00 pm and to be held in the Welfare Hub, Tankersley

There being no other business the meeting closed at 09.05 pm.

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any

disability); Crime & Disorder, Health & Safety and Human Rights.

DRAFT

Tankersley Parish Council – Ordinary Parish Council Meeting on Monday 19 June 2023
Minutes approved as a true and accurate record, and signed as so by the presiding Chair

.....Date.....