

MINUTES OF THE FIRST MEETING OF WAVERLEY COMMUNITY COUNCIL HELD AT CATCLIFFE MEMORIAL HALL ON MONDAY 8th APRIL 2016 AT 6.00PM

Present: Andrea Peers, RMBC Area Partnership Manager (Chair at opening of the meeting) RMBC Cllr. Alan Buckley (Chair elected at the meeting), RMBC Cllrs. Amy Brookes, Cllr. Adam Carter, Cllr. Nigel Simpson, Cllr. Bob Walsh

In Attendance: Les Wheatley, Interim Clerk to the Council, Janice Curran, RMBC Parish Liaison Officer, and 3 members of the recently elected members to the Council who will take office on 10th May 2019 – Mr. Jamie Baggaley, Mr. Roger Grace and Mr. Mark Lambert.

001.19 Election of Chair of the Community Council

a) **Resolved:** That Cllr. Alan Buckley is elected as Chair of Waverley Community Council for the period prior to the Annual Meeting of the Council, which is to be held in May 2019. Proposed Cllr. Carter, seconded Cllr. Walsh. **Carried**

b) Cllr. Buckley signed the Declaration of Acceptance of Office and took over the role of Chair for the meeting.

c) All other members of the Council signed the Declaration of Acceptance of Office.

The Chair welcomed everyone to the meeting, the first meeting of Waverley Community Council, and those present introduced themselves.

002.19 Election of Vice-Chair of the Community Council

a) **Resolved:** That the Council will not elect a Vice-Chair at this meeting. Proposed Cllr. Buckley, seconded Cllr. Simpson. **Carried**

003.19 To receive any apologies for absence

Apologies were received from RMBC Cllr. Leon Allcock. A reason was provided and this was accepted.

004.19 To identify any agenda items from which the press and public should be excluded due to the confidential nature of the business to be discussed.

No agenda items were identified

005.19 Declaration of Disclosable Pecuniary and Other Interests

No interests were declared

PUBLIC COMMENTS AND QUESTIONS

Resolved: That the meeting is adjourned for comments and questions from the press and public. Proposed Cllr. Buckley, seconded Cllr. Walsh. **Carried.**

No comments or questions were received but it was agreed that all present may participate in the discussion on future agenda items to be considered under agenda item 011.19

006.19 Adoption of mandatory and discretionary policies

a) Code of Conduct

Resolved: That the Code of Conduct, pursuant to section 27 of the Localism Act 2011 is adopted by the Council. Proposed Cllr. Buckley, seconded Cllr. Brookes. **Carried**

b) Standing Orders

Resolved: That Standing Orders for Waverley Community Council are adopted by the Council. Proposed Cllr. Walsh, seconded Cllr. Carter. **Carried**

c) Financial Regulations

Resolved: That Financial Regulations for Waverley Community Council are adopted by the Council. Proposed Cllr. Brookes, seconded Cllr. Simpson. **Carried**

The Code of Conduct, Standing Orders and Financial Regulations will be reviewed by the incoming Council at the earliest opportunity.

Consideration of items d) Grievance Policy, e) Disciplinary Policy, f) Complaints Policy and g) Privacy Policy were deferred until the next meeting as it had not been possible to prepare the documents in time for this meeting.

007.19 Appointment of a Proper Officer and Responsible Financial Officer to the Council

Resolved: That the Interim Clerk is instructed to prepare drafts of a job description, person specification and advertising material for the recruitment of a Proper Officer and Responsible Financial Officer and that these should be available for consideration by the incoming Council at the next meeting. Proposed Cllr. Buckley, seconded Cllr. Carter. **Carried**

008.19 Finance Matters

a) To approve an application for a community account with Nat West Bank

The Interim Clerk explained that due to the lack of need for an election there is now more time to prepare for this and that other banks may be considered

Resolved: That the Interim Clerk is instructed to take initial steps to open a suitable bank account for use by the Council and to liaise on this with incoming Councillors as soon as practicable. Proposed Cllr. Walsh, seconded Cllr. Simpson. **Carried**

b) To agree bank account signatories

No action was taken as it was considered that this would be most appropriately taken forward by the incoming Council

c) To consider quotations for Community Council insurance

The Interim Clerk explained that this action had already been taken due to legal requirements to have suitable insurance in place. Retrospective approval was sought for expenditure of £344.54 on the first-year premium to be paid to Came & Company Local Council Insurance.

Resolved: That retrospective approval is given for expenditure of £344.54 on the first-year insurance premium. Proposed Cllr. Simpson, seconded Cllr. Brookes. **Carried**

d) To consider a quotation for payroll and pension services

A quotation was considered from Voluntary Action Rotherham Community Accounting Service to provide payroll, pension and HMRC year-end functions at a cost of £150.30 until 30 April 2020.

Resolved: That the quotation from VAR Community Accounting Service to provide payroll, pension and HMRC year-end functions at a cost of £150.30 until 30 April 2020 is accepted. Proposed Cllr. Buckley, seconded Cllr. Walsh. **Carried**

e) To consider an initial draft budget for 2019/20

This item was deferred for consideration by the incoming Council

f) To consider accounts and bookkeeping systems for 2019/20

The Interim Clerk produced a range of accounting and bookkeeping tools for use during the current financial year. This was deferred for discussion with the incoming Council.

009.19 To approve membership of Yorkshire Local Councils Associations for April 2019 to March 2020

Resolved: That membership of Yorkshire Local Councils Associations (YLCA) at a subscription cost of £441.00 for the year is approved. Proposed Cllr. Walsh, seconded Cllr. Brookes. **Carried**

Councillors and RMBC staff who had been part of the Waverley Parish Task and Finish Group which had worked on the establishment of Waverley Community Council praised the excellent work undertaken by YLCA which had made a valuable contribution to bringing the new Council into being. The Chair asked for the Council's thanks to be recorded in the minutes.

010.19 To agree arrangements for the 2019 Annual Parish Meeting

The Annual Parish Meeting is required to be held before 1st June 2019 and won't take place before the Annual Meeting of the Community Council on 10th May. As informal discussions will take place between the Interim Clerk and the incoming Council it was considered best to leave the selection of a suitable date and time to the incoming Council.

011.19 To consider agenda items for the Annual Meeting on 10th May 2019

As present Councillors will not be in office at the Annual Meeting, and as the incoming Councillors are already known, it was considered more appropriate to leave this item for discussion between incoming Councillors and the Interim Clerk.

The meeting closed at 6.41pm

Signed

Chairman