

RYHILL PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Tuesday 14th May 2024

Present:

Councillors	C Bashforth (Chair), G Booth, R Caley, B Burnage K Fretwell, L Booth and T Staves
Clerk	C Greaves
District Councillors	M Cummings, U Ali, F Heptinstall

MINUTES

2425 01 Election of Chair and Deputy Chair

Resolved: Cllr C Bashforth was appointed as Chair, Cllr B Burnage as Deputy Chair.

2425 02 Acceptance of Office forms

Cllr C Bashforth and Cllr B Burnage completed the acceptance of office forms.

2425 03 Apologies for absence

Cllr A Morley and Cllr A Atherton sent their apologies.

2425 04 Declarations of interest

None.

2425 05 To approve the minutes of the council meeting 9th April 2024

Approved.

2425 06 Appointments to Working Groups and Outside Bodies

Resolved – the councillors were appointed to the following roles indicated by their initials.
A Atherton (AA), C Bashforth (CB), G Booth (GB), L Booth (LB), B Burnage (BB), R Caley (RC),
K Fretwell (KF), A Morley (AM) and T Staves (TS)

(1)	Allotment working group (5)	AA CB GB BB AM
(2)	Allotment Sites contacts (2)	GB AM
(3)	Highways & Environment contacts (3)	AA RC KF
(4)	Newsletter administration (1)	CB
(5)	Planning contacts (5)	AA CB GB LB BB
(6)	Rycroft Leisure representative (1)	LB
(7)	Rycroft Trading representative (1)	TS
(8)	Safe Scheme contacts (2)	CB BB
(9)	Special Events working group (3)	AA KF AM
(10)	Website administration (4)	CB LB KF AM
(11)	WMDC contacts (2)	BB AM
(12)	YLCA contacts (2)	BB KF

CAB

2425 07 General Power of Competence / s137 (£10.81)

Noted – the council does not have the General Power of Competence as the Clerk is not CILCA qualified.

Noted – the s137 rate for 24/25 is £10.81 per elector. There are 1,443 electors in Ryhill making the s137 limit £15,598.83 for the current year.

2425 08 Approve the Annual Accounts for 2023/24

Resolved – the accounts were approved.

2425 09 Note the External Auditor and Appoint the Internal Auditor for 2024/25

Noted – the nominated external auditor is PKF Littlejohn LLP of London.

Resolved – the appointed internal auditor is Integra (Yorkshire) Ltd of Hemsworth.

2425 10 Approve the Policies of the Council

- (1) Standing Orders
- (2) Financial Regulations (£1,000 delegation limit to Clerk)
- (3) Code of Conduct
- (4) Risk policy
- (5) Asset, Risk & Insurance Registers
- (6) Declarations of Office / DPI
- (7) ICO scheme
- (8) Employment policies
- (9) GDPR notices
- (10) Complaints procedure
- (11) Biodiversity policy
- (12) Reserves policy
- (13) Expenses policy

Resolved – All of the policies were approved and adopted by the council with the Standing Orders, Financial Regulations and the ICO scheme subject to the council's model policies insertions to make them specific to the needs of Ryhill Parish Council. The council's website will be updated to show the new policies, and the Clerk shall undertake further work on the Risk Register, the Asset & Insurance Register and the Biodiversity policy to ensure that the details are correct, that the council has the appropriate insurance cover and that the meaning and purpose of the policies is reflected in the work of the council.

2425 11 Council meetings for 2024/25 - Dates Times and Venue of meetings (13/05/25)

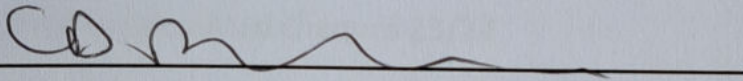
Resolved – To be held monthly (except for the August break) on the 2nd Tuesday of each month, to start at 6pm, to be held at St Paul's Methodist Church, Chapel Street, Ryhill. The next meeting of the council is to commence shortly after the closure of this Annual Meeting to address the ordinary business of the council.

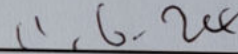
2023

Meeting Date
14 th May 2024
11 th June 2024
9 th July 2024
No meeting in August
10 th September 2024
8 th October 2024
12 th November 2024
10 th December 2024
14 th January 2025
11 th February 2025
11 th March 2025
8 th April 2025
13 th May 2025

C R Greaves

Charles Greaves
Clerk to the Council
Ryhill Parish Council


Signed as a true record


Date

YEAR ENDED 31 MARCH 2024

Bank Balances as at 31 March 2023

Current Account	62,186.52
High Interest Account	19,586.51
Business Saver Account	0.13
Totals	81,773.16

Minus 22/23 late presented cheques 311.03

INCOME 23/24

Bal B/Fwd	81,462.13
Precept	54,185.00
VAT reclaim	4,059.36
Interest	236.04
Other receipts	2,755.01
Totals	142,697.54

EXPENDITURE 23/24

Staff Costs	8,715.69
Payments	42,724.32
Totals	51,440.01

Balance 91,257.53

Plus unpresented cheques 23/24 33.20

Bank Balances as at 31 March 2024 91,290.73

Current Account	70,468.05
High Interest Account	19,822.32
Business Saver Account	0.13
Unity Trust Bank	1,000.23
Totals	91,290.73

SQB

Ryhill PC Policy	Source	Updated	Adopted	Review date	Comments
Standing Orders	NALC	Feb 2023	May 2024	When notified	
Financial Regulations	NALC	May 2024	May 2024	When notified	Clerk authority raised from £500 to £1,000
Code of Conduct	Wakefield	May 2021	May 2024	When notified	
Risk Policy	NALC	Apr 2023	May 2024	When notified	
Asset, Risk & Insurance Registers	Internal	May 2024	May 2024	Annually	Insurance policy to be reviewed August 2024
Declarations of Office (x2) / DPI	Wakefield	May 2023	May 2024	With changes	DPIs to be reviewed August 2024
ICO Publication Scheme	NALC	Jan 2020	May 2024	When notified	
Employment contract & terms	NALC	Jan 2024	May 2024	When notified	Green Book plus model templates
Data Protection & Privacy Notices (x2)	NALC	May 2022	May 2024	When notified	
Complaints procedure	NALC	Jan 2020	May 2024	When notified	
Bio-diversity Policy	NALC	Oct 2023	May 2024	When notified	Impact to be reviewed August 2024
Reserves Policy	Internal	Jan 2024	May 2024	Annually	
Expenses Policy	Internal	May 2024	May 2024	Annually	

COB

RYHILL PARISH COUNCIL

Model Policies Insertions

1 Standing Orders

- 1t – 3 minutes
- 3f – 10 minutes
- 3g – 3 minutes
- 3i – raise hand
- 3x – 2 hours
- 4dv – 2
- 6d – 7 days, 2 members, 2 members
- 7a – 5
- 9d - 7

2 Financial Regulations

- English wording applies
- 1.5 – The Clerk is the RFO
- 4.2 – December
- 4.3 - January
- 4.5 - December
- 4.6 – One year forecast
- 4.7 – One year forecast
- 5.6 – Tender by invitation
- 5.8 - £5,000
- 5.9 - £2,000 and £5,000
- 5.15 – Clerk £1,000, Clerk and Chair £2,000, Committee £5,000
- 5.20 - £2,000
- 6.1 – Barclays and Unity Trust Bank
- 6.9i - £1,000
- 8 – one member and the Clerk
- 9.4 – Expenses or purchases up to £1,000
- 10.1 – No petty cash
- 13.6 – VAT Return at least half yearly where the claim exceeds £2,000
- 13.7 & 13.8 - DELETE
- 17.2 The Clerk is the RFO
- 18 - DELETE

3 ICO Publications scheme

- Copy charges as per Ryhill Parish Council website

Charles Greaves
Clerk to the Council

CGB

Ryhill PC Assets Register	Ownership	Value	Insured	Risk issues	Comments
Allotments – Cemetery Road	Ryhill	£1	Part	Liability, Encroachment	Owned
Allotments – Sunny Bank	Ryhill	£1	Part	Liability, Encroachment	Owned
Land - The Stray	WMDC	n/a	Part	Liability, Encroachment, Encampment	Leased
Land – Ryhill Park	Ryhill	£1	Part	Liability, Encroachment, Encampment	Owned
Land – Station Road Part A	Coal Authority	n/a	Part	Liability, Encroachment, Encampment	Leased
Land – Station Road Part B	WMDC	n/a	Part	Liability, Encroachment, Encampment	Leased
Maintenance equipment	Ryhill	£2,000	Yes	Liability, Damage, Theft	Mower, Strimmer, Trailer, Body Camera
Planters x 10	Ryhill	£1,000	Yes	Damage, Theft	On street
Benches x 2	Ryhill	£600	Yes	Damage, Theft	On street (Mill Lane)
Defibrillator unit	Ryhill	£1,500	No	Fault, Damage, Theft	On street (Chapel Street)
Noticeboard	Ryhill	£600	No	Damage, Theft	On street (Chapel Street)
Hard Drive back-up	Ryhill	£50	No	Data loss, Damage, Theft	Used by Clerk
Clerks Reference Books	Ryhill	£200	No	Damage, Theft	Used by Clerk

CAS

RYHILL PARISH COUNCIL - RISK REGISTER

Subject	Description	Controls	Likely	Impact	Rating	Actions / Review
Business Continuity	Disruption to daily operations	All files and recent records are kept at the Clerk's home. The Clerk makes regular back-ups of files online and to a hard drive. In the event of the Clerk being indisposed the Chair of RPC will take over duties	1	2	Low	• Alternate place of work available • Regular archiving and cataloguing of documents
Precept	Adequacy of precept	Annual budget to determine precept. Reserves policy to cover future projects / costs and elections	1	3	Med	• Review reserves policy with budget to ensure large expenditure is earmarked in advance
Records (Paper and Digital)	Errors, omissions, loss, damage and theft	Financial Regulations in place. Undertake half-yearly review. Files and IT equipment are stored in alarm protected room.	2	2	Med	• Chair to check half-yearly review • Check for any files stored elsewhere
Banking	Errors, omissions, loss and fraud	Financial Regulations in place. New banking arrangements in place. Monitor bank statements and transactions monthly	2	3	High	• Switch all transactions to Unity Trust accounts • Report error concerns to next council meeting • Report loss / fraud concerns immediately
Cash	Errors, omissions, loss and fraud	Financial Regulations and Fidelity insurance in place. No petty cash float and all cash banked asap	1	1	Low	• Report any concerns immediately • Reduce cash transactions
Reporting and Auditing	Errors and delays in completion of statutory checks and reports	Audit appointments, timeline and AGAR process confirmed at Annual meeting each May. Any issues reported at June meeting.	1	3	Med	• Internal auditor to report concerns • External auditor to report concerns • Ensure all public records are on the website
Purchases	Impropriety in decisions. Failure to secure value for money.	Financial Regulations in place.	1	3	Med	• Value for money and purchase transparency to be reported to council for approval
Grants made	Impropriety in decisions. Failure to secure value for money.	Financial Regulations in place.	1	2	Low	• Value for money and purchase transparency to be reported to council for approval
Grants received	Errors, omissions, loss and fraud. Overreaching capability	Financial Regulations in place. Any grant bids to be agreed by council along with full business case.	1	2	Low	• Full business case and project plan to be reported to council for approval before grant bids submitted • Report any concerns to next council meeting
Budget controls	Errors, omissions, loss and fraud. Overspends, delays and delivery.	Financial Regulations in place. Monitor bank statements and transactions monthly. Regular update reports to council.	1	3	Med	• Regular updates on key projects • Report error concerns to next council meeting • Report loss / fraud concerns immediately

COS

RYHILL PARISH COUNCIL - RISK REGISTER

Subject	Description	Controls	Likely	Impact	Rating	Actions / Review
Staffing	Failure to make statutory declarations and payments. Lone-worker and H&S.	Financial Regulations in place. Monitor bank statements and transactions monthly. Follow new starter procedure. Put Clerk training plan in place. Clerk to be accompanied when on council business with the public. All venues to carry out their own H&S reviews.	1	2	Low	- Clerk to start FILCA / CILCA training - Report concerns to next council meeting - Report issues to Chair as they arise
VAT	Failure to make claim and incorrect receipts.	Financial Regulations in place. Monitor bank statements and transactions monthly. Regular update reports to council.	1	2	Low	- Regular report on claims and payments - Report error concerns to next council meeting - Report loss / fraud concerns immediately
Legal Powers	Ultra Vires acts, s137 limits, no GPC	Power to act checked before decisions are taken and to be reported in meetings if in doubt. s137 transactions recorded in accounts and reported at meetings.	1	3	Med	- List of powers to match budget approvals - s137 to be reported in monthly report on account payments
Insurance	Adequacy, Cost and Proper declarations	Insurance policy to be constantly in place. Cover to be checked at renewal. Declarations to be made as required.	2	3	High	Review cover on policy Make all required declarations Shop around for best price
Policies	Accurate, up to date, new policies and changing impacts	Policies register checked annually, policies adopted annually. NALC/YLCA updates on new policies, policy changes and impacts.	1	2	Low	- Update policies and register as content changes. - Report changes to next council meeting
Data Protection	Policies and consents for GDPR, FoI, SAR, Website and records	Data policies in place. ICO licence in place. Requirements checked annually and on change via NALC.	1	1	Low	Report any requests / issues to Chair as they arise and to the next council meeting
Assets	Loss, damage, repairs and maintenance	Asset and Insurance register. Regular inspections and repairs as needed. Dynamic risk assessments as appropriate.	1	2	Low	- Update register as content changes. - Ensure regular checks of assets and that repairs are undertaken promptly
Decision Making	Resolution and Minutes evidenced and available	All Agendas to be published in advance. Minutes to be approved at next meeting. All details to be stored on the website.	1	2	Low	- Publish all agendas and minutes statutory reports on the website - Minute book folder
Legal action	Claims made against council	Check with Insurers, NALC and seek legal advice.	1	3	Med	Report issues to council as they arise
Interests	Conflict of interest	DPI forms and Meeting declaration procedures.	1	3	Med	- Complete Declarations and DPIs as required and at the start of every meeting Publish redacted DPIs on the website

CAB

RYHILL PARISH COUNCIL

Reserves Policy and Allocations

The council will hold at least 50% and no more than 100% of annual planned expenditure as a General reserve (Annual planned expenditure for 24/25 is £56,660).

It will hold an Elections reserve of £17,000 to cover by-elections and the 2027 elections.

It will hold a Legal, Audit and Insurances reserve for £5,000.

It will hold an Environmental Projects reserve for £20,000.

Reserves at 31st March 2024

	£
General	49,290.73
Earmarked	
Elections	17,000
Legal, Audit & Insurances	5,000
Environmental Projects	20,000
Total	91,290.73
Barclays	90,290.50
Unity Trust	1,000.23

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Ryhill PC Expenses	Upper Limit	Includes	Excludes	Comments
Clerk	£30pm	Broadband, Phone, Office Equipment	Office Supplies, Travel outside Ryhill	Claimed monthly in arrears
Chair	£240pa	Broadband, Phone, Office	Travel outside Ryhill	Claimed annually in November
Deputy Chair	£140pa	Broadband, Phone, Office	Travel outside Ryhill	Claimed annually in November
Councillor	£40pa	Broadband, Phone, Office	Travel outside Ryhill	Claimed annually in November
Co-Optee / Other	nil	n/a	n/a	n/a

RYHILL PARISH COUNCIL

Meeting dates for Ryhill Parish Council to be held monthly (except for the August break) on the 2nd Tuesday of each month, to start at 6pm, to be held at St Paul's Methodist Church, Chapel Street, Ryhill.

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COB