

BADSWORTH PARISH COUNCIL

Minutes of the Annual Council Meeting

Held on Wednesday 19th July 2023 at 7:30pm in The Lawson Hut, Badsworth

Present: Cllr Mrs B Graham (Chair) Cllr H Cooke Cllr R Ellis
Cllr B M Graham Cllr J McKinnell

In Attendance: 1 Badsworth Resident Mr T Parkinson

16/0723 **To appointment of a Councillor to preside over the meeting until a Chair is appointed.**
Cllr Mrs Brenda Graham was proposed by Cllr Ellis, and seconded by Cllr McKinnell, to preside over the appointment of the Chair for the next municipal year. No other nominations were received, and Cllr Mrs Graham was unanimously appointed to this position.

17/0723 **To Receive Nominations for the position of Chair of Badsworth Parish Council for the Municipal Year 2023-24**
Cllr Mrs Brenda Graham was proposed by Cllr Ellis, and seconded by Cllr McKinnell, to serve as the Chair of Badsworth Parish Council for the next municipal year. No other nominations were received, and Cllr Mrs Graham was unanimously appointed to this position.

18/0723 **To Receive Chairs Declaration of Acceptance**
Cllr Mrs B Graham duly signed her Declaration of Acceptance of Office which was countersigned by Cllr Cooke.

19/0723 **To Receive Apologies for Absence**
As all Councillors were present there were no apologies to be received.

20/0723 **To Receive Councillors Signed Declarations of Office**
It was noted that all Councillors indicated that, in accordance with the requirements of the Local Government Act 1972, Section 15(1), they had submitted their signed Declarations prior to the start of this meeting.

21/0723 **To Receive Declarations of Interests from Councillors**
It was noted that all Councillors indicated that, in accordance with the requirements of the Local Government Act 1972, Section 15(1), they had submitted their signed Declarations to the Monitoring Officer at Wakefield Council. One Councillor indicated that confirmation of receipt had been received and their interests posted on the Council website.

22/0723 To Receive Nominations for the position of Vice-Chair of Badsworth Parish Council for the Municipal Year 2023-24

Cllr R Ellis was proposed by Cllr B Graham, and seconded by Cllr McKinnell, to serve as the Vice-Chair of Badsworth Parish Council for the next municipal year. No other nominations were received, and Cllr Ellis was unanimously appointed to this position.

23/0723 To appoint someone to act as the Proper Officer in the absence of the Clerk

Cllr Mrs Graham proposed that Mr T Parkinson be appointed as Proper Officer until the point that a permanent Clerk is employed to the post. Following discussion it was unanimously

RESOLVED that Mr T Parkinson act as Proper Officer to Badsworth Parish Council, in an unpaid capacity, until a permanent Clerk is appointed.

Mr Parkinson was then invited to join the Councillors around the table.

24/0723 Exclusion of the Press and Public (*Public Bodies (Admission to Meetings) Act 1960*)

As there are no confidential or sensitive items on the presented agenda it was decided that there is no need to exclude members of the Press or Public from any remaining item on the agenda.

25/0723 To consider and decide upon the dates for forthcoming meetings in the remainder of the Municipal Year 2023-24

Cllr Mrs Graham indicated that current practice has been to hold Parish Council meetings on the 3rd Wednesday of every month, and in light of the heavy use of the Lawson Hut it would be prudent to continue with that model as the building is available at that time. Following discussion it was

RESOLVED that Parish Council meetings continue to be held on the 3rd Wednesday of each month, and that Cllr Mrs Graham formally book the Lawson Hut for the dates on the meeting schedule for the Municipal Year 2023-24. All meetings will start at 7:30pm.

It was felt necessary to hold a meeting in August, and due to Councillors prior holiday commitments this could not be held on the 3rd Wednesday but will actually be Wednesday 9th August 2023.

The calendar of meetings for the remainder of the Municipal Year will be as follows:

Wednesday 20th September 2023
Wednesday 18th October 2023
Wednesday 15th November 2023
Wednesday 20th December 2023
Wednesday 17th January 2024
Wednesday 21st February 2024
Wednesday 20th March 2024
Wednesday 17th April 2024

26/0723 To Consider declaring Badsworth Parish Council from external audit for 2022-23 and approve signing the Certificate of Exemption

Cllr Mrs Graham explained the reasoning behind this item, along with the difference between Internal and External Audit. To qualify for exemption as a Category 2 Authority with Exempt Status (*under Regulation 9(1) of the Smaller Authorities Regulations*) the turnover of the Council must be less than £25,000 and Badsworth Parish Council fulfilled that criteria during 2022-23. The certificate should have been returned by 1st July but due to the exceptional circumstances of the election of Councillors it was not possible to meet that requirement. Cllr Mrs Graham has already emailed the relevant office to explain the administrative issues that made this impossible - she has yet to receive a reply. Following the discussion it was

RESOLVED that Badsworth Parish Council declare itself as Exempt from External Audit for 2022-23 (as a Category 2 Authority with Exempt Status) and that the Certificate be duly signed by the Chair and Vice-Chair of the Council.
The signed Certificate will then be posted by Guaranteed Next Day Delivery by 1pm.

27/0723 To Consider the Annual Governance Statement 2022-23 (AGAR Section 1)

Copies had previously been circulated to all Councillors for their consideration. Following discussion all Councillors agreed with the statements made, it was then

RESOLVED that Section 1 of the AGAR be agreed as an accurate reflection of the state of Badsworth Parish Council for the Municipal Year 2022-23 and be duly signed off by the Chair and Vice Chair.

28/0723 To Consider the Annual Governance Statement 2022-23 (AGAR Section 2)

Copies had previously been circulated to all Councillors for their consideration. Following discussion all Councillors agreed with the statements made, it was then

RESOLVED that Section 1 of the AGAR be agreed as an accurate reflection of the financial state of Badsworth Parish Council for the Municipal Year 2022-23 and be duly signed off by the Chair and Vice-Chair.

29/0723 To Receive the Significant Variances Report 2022-23

The Chair reported that this has still to be completed as, in the absence of an RFO, its completion has fallen to her and is something she has no previous experience of completing. Once completed it will be circulated to all Councillors. Cllrs Cooke and Ellis offered to support Cllr Mrs Graham in completing this Report.

30/0723

To Receive the Annual Internal Audit Report 2022-23 and consider any actions that need to be taken

The Report had previously been circulated to all Councillors for their consideration.

A discussion ensued considering the following points raised by the Internal Auditor:

- Committee Membership - Currently the Council does not have any Committees in place;
- Representatives to External Bodies - Currently the Council does not nominate anyone to represent the Council on any external bodies / committees;

With regards to the above two items the Chair suggested they be considered again in a future meeting and that she will arrange to place the matter on a future agenda.

- Dates for the Public Inspection of Accounts - this appears later on the agenda;
- Review of Policies & Procedures - this item is to be postponed to the September meeting to allow Councillors the opportunity and time to access and read them prior to discussion. It was noted that all the items to be reviewed can be accessed on the Parish Council website.

It was therefore noted that all the matters raised by the Internal Auditor have been actioned or are in the process of being actioned.

It was further noted that it was pleasing to see that the Auditors Report states are *“no significant problems”*.

The Chair indicated that there has been some issues regarding bank statements and that to simplify the matter for the future she has actioned a change of address for the Council with Barclays Bank plc. The postal address will now be The Lawson Hut - further it has proved to be actioned as a new cheque book has been received at that address.

Following discussion it was

RESOLVED that the Chairs Actions be ratified by the other Councillors.

31/0723

To Consider the date for the Notice of Public Rights and Publication of Annual Governance and Accountability Return (AGAR) on the Council's Website

Councillors were reminded that members of the public have the right to inspect the annual accounts and that the means for doing so have to be published on the website and in the Council notice board. Inspection is only by prior agreed appointment with the RFO. In the absence of an RFO this will be with The Chair. The period allocated for this is thirty working days following the publication of the official notice.

Following discussion it was

RESOLVED that the notice be issued on Friday 21st July 2023 that the period open to inspection will be Monday to Friday from Monday 24th July 2023 to Friday 18th August 2023. Appointments must be made by prior arrangement with Cllr Mrs Graham, Chair of Badsworth Parish Council.

32/0723

To Consider retrospective payments as advised by the Internal Auditor

The Chair outlined the three payments that the Internal Auditor has indicated should have been paid prior to this meeting. The payments are:

Payee	Amount	Purpose
Zurich Insurance	£321.62	Council's Public Liability Insurance for the period 1 st June 2023 to 31 st May 2024.
Ms T Pemberton	£75.99	Purchase of plants for the village boundaries (funded through LGA 1972, s137)
Mr M Haynes	£90.99	Purchase of Wildflower Seeds for use around the village (funded through LGA 1972, s137)

Following discussion where it was noted that the Chair had had to pay the insurance invoice as no signatories from the previous Council were available. It was therefore

RESOLVED that the retrospective payments as listed above be approved.

33/0723

To Consider Approval of the following payments

Payment Ref	Payee	Amount	Purpose
13.1 (a)	Cllr Mrs B Graham	£82.55	Provision of Coronation Mugs (funded through LGA 1972, s137)
13.1 (b)	Cllr Mrs B Graham	£392.75	Provision of Coronation Mugs (funded through LGA 1972, s137)
13.1 (c)	Ms T Pemberton	£25.62	Purchase of plants to enhance the village (funded through LGA 1972, s137)
13.1 (d)	A Bosmans	£185.00	Internal Audit Costs for 2022-23
13.1 (e)	Village Plan Group	£120.00	Contribution towards printing costs of 'Our Badsworth Way' (funded through LGA 1972, s111)
13.1 (f)	YLCA	£21.55	Provision of YLCA Publications for Councillors (funded through LGA 1972, s11)

The
Chair

reported that Payment Refs 13.1(a) & 13.1(b) referred to the purchase of 50 Coronation mugs which have now all been distributed. It was further reported that Payment Ref 13.1(e) refers to the production of the April edition and that no other invoices have been received. It was

- RESOLVED** (a) that continued use of ‘Our Badsworth Way’ by the Parish Council be placed on the agenda of the next meeting for discussion.
- (b) that all the above payments be approved with payment by cheque signed by the Chair plus one other Councillor.

Mr Parkinson advised that, in the interests of openness and transparency, the payments with references 13.1(a) & 13.1(b) be signed by two Councillors other than the Chair and Cllr B M Graham as the payee will be Cllr Mrs B Graham. Following discussion it was

- RESOLVED** (c) that the payment of invoices referenced 13.1(a) & 13.1(b) be deferred until the new bank mandate is in forced.

34/0723 To Consider approval of Change of Signatories on the Council’s Bank Mandate

The status of the current Mandate with Barclays Bank plc was discussed. Councillors were appraised of the process for inclusion on the Mandate and invited to be included as authorised signatories for Badsworth Parish Council. Following discussion it was

- RESOLVED** that all Councillors be included on the new Bank Mandate which will release of funds be by any two Councillors from five.

35/0723 To Consider the appointment of the Clerk / RFO or appointment of a Locum Clerk / RFO until a Clerk / RFO is appointed

It was suggested that two or three Councillors meet to establish a HR Committee for the purpose of progressing this matter. The Committee will be responsible for creating the Person and Job Specifications for the post of Clerk / RFO to Badsworth Parish Council. The Chair reported that the post has previously been a 20 hours per week position, and will circulate any previous documentation that she has to members of the committee. Following discussion it was

- RESOLVED** (a) that the Chair provide YALC with all Councillors email addresses so that they may be kept up to date with information from YALC.
- (b) that a HR Committee be established to address this matter and that it be made up of Cllr Mrs B Graham, Cllr J McKinnell and Cllr R Ellis who will arrange a mutually convenient date to meet.

Mr Parkinson indicated that he would be quite happy to continue in a locum role until a permanent Clerk / RFO was appointed, however long that may take.

36/0723 To Consider YLCA provide Whole Council Training

Councillors were informed that this training would be bespoke to Badsworth Parish Council and would be at a cost of £32 per hour and would consist of a single session of three hours duration. Following discussion it was

RESOLVED that the YLCA training package be taken up and that all Councillors would participate.
A convenient date would be agreed following options that the Chair will secure from YALC.

37/0723 Date of Next Meeting

In line with Minute 25/0723 above the date of the next meeting was confirmed as Wednesday 9th August 2023, at 7:30pm in The Lawson Hut, Badsworth.

38/0723 Closure of the Meeting

The Chair thanked the member of the public for attending and members for their contributions. The meeting was closed at 8:10pm