



Fulford

Parish Council

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Minutes of the Annual Meeting of Fulford Parish Council at 19:00 on Tuesday 14th May 2024 at Fulford Social Hall, School Lane, York, YO10 4LS

Present: Cllr. Vivienne Clare; Cllr. Juliet Koprowska; Cllr. Simon Marsh; Cllr. Mary Urmston; Cllr. Andrew Vevers; Cllr. Geoffrey Walker, two members of the public and the Clerk.

24000. Election of Chair:

a. To accept nominations and elect the Chair for the forthcoming year;

Nominations were received from Cllr. Vevers and seconded by Cllr. Clare for Cllr. Koprowska. Cllr. Koprowska was **ELECTED** as Chair for the forthcoming year.

b. The elected Chair to sign the Declaration of Office Form.

Cllr. Koprowska signed the Declaration of Acceptance of Office Form, witnessed by the Clerk.

Cllr. Koprowska chaired the meeting from this point.

24001. To receive apologies and approve reasons for absence.

Cllr. Kate Ravilious had sent apologies. Reasons for absence did not have to be approved as Cllr. Ravilious is not required to attend. There were no other apologies received.

24002. To accept nominations and elect the Vice-Chair for the forthcoming year.

Nominations were received from Cllr. Urmston and seconded by Cllr. Koprowska for Cllr. Marsh. Cllr. Marsh was **ELECTED** as Vice-Chair for the forthcoming year.

24003. To receive any declarations of interest.

No interests were declared.

24004. To confirm the terms of reference for Committees and Working Groups.

It was **RESOLVED** to confirm the following Terms of Reference for the Committees and Working Groups for the forthcoming year:

COMMITTEES

The General Purposes Committee whose terms of reference shall be:

- i) To deal with all matters concerning deeds, leases etc;
- ii) To receive and consider tenders, quotations and make recommendations regarding the entering into of contracts for goods or services on behalf of the Council;
- iii) To consider and make recommendations of Annual Estimates;
- iv) To receive Auditors Reports and consider any matters raised therein;
- v) To manage details of Council business including standing orders, appointment of representatives to outside bodies (other than those appointed by Council) and arrangements for public consultation;
- vi) To settle salaries and wages and other conditions of service and to give effect to decisions, awards and recommendations of national and provincial joint negotiating bodies;

- vii) To deal generally with the provision of suitable personnel to carry out the work of the Council and matters affecting their recruitment, promotion, dismissal, qualifications, training, welfare, working conditions, re-grading and disciplinary matters;
- viii) To arrange for an annual performance appraisal of all staff and for suitable staff training;
- ix) To deal with any other matter which does not fall within the terms of reference of any other committee.
- x) To carry out periodic checks on the council's systems of internal control and to present report of findings to council.

The Cemetery Committee (to include 3 appointees from City of York Council and 1 further appointee) whose terms of reference shall be to discuss and recommend general policy for the maintenance and improvement of Fulford Cemetery and within the provisions of the Cemetery Agreement between the Council and the City of York Council dated 1st April 2006. The Cemetery Committee has delegated powers to set its budget and for all subsequent expenditure within that agreed budget.

The Planning Committee whose terms of reference shall be to deal with all matters relating to planning applications and any other matter emitted by the local planning authority which either clearly concerns or touches upon matters for which the Council is a statutory consultee including but not limited to the Local Plan, neighbourhood plan, developments in the green belt, threats and opportunities under the Localism Act, infrastructural developments outside the boundaries of the civil parish, and all similar matters on which the Council desires to express support or object.

WORKING GROUPS

- a. Unless there is a Council resolution to the contrary, every committee may appoint a working group whose terms of reference shall be determined by resolution of the committee.
- b. The following shall be appointed working groups of the Council:

By the General Purposes Committee: the Social Hall working group will pursue the general maintenance, improvement and general administration of the Social Hall and promoting the facility; the Open Spaces working group will manage, manage and seek to improve all areas of public open space (including the village green) owned by the Council, including grass cutting, liaising with various leisure organisations including the Sports Club(s), the provision and maintenance of bus shelters, seats, play equipment and allotments; the HR Panel will discuss and may make recommendations on employment matters; the Fulford Climate and Ecological Emergency working group will inform and advise Fulford Parish Council about opportunities for local action to promote resilience to the effects of climate change; Involve local people in discussions about opportunities for local action; Coordinate action towards making Fulford a sustainable community, by making Fulford parish carbon neutral and working to reverse nature loss; Set targets and measure progress against that goal.

By the Planning Committee: the Planning working group will prepare responses to planning applications for submission to full Council and such other reports, undertakings and planning responsibilities as delegated to them by Planning Committee or full Council.

By the Cemetery Committee: the Cemetery Management working group (of which the Cemetery Superintendent is a member) will discuss and may make recommendations for the general management, maintenance and improvement of Fulford Cemetery; the Cemetery Lodge working group will discuss and may make recommendations for the general management, maintenance and improvements to Cemetery Lodge and its renovation project.

- c. The Chairman or Vice-Chairman of the Council, ex officio, shall be a voting member of every committee and working group.
- d. Every committee and working group shall at its first meeting and before proceeding to any other business elect a Chairman who shall hold office until the next Annual Meeting of the Council.

24005. To appoint Committee Members, Officers and Representatives for the forthcoming year to the following (please note that Committees and working groups will appoint a Chair at the first meeting):

It was **RESOLVED** to appoint the following Committee Members, Officers and Representatives for the forthcoming year:

a. General Purposes Committee;

Membership: Cllr. Aspden, Cllr. Clare Cllr. Koprowska; Cllr. Vevers

b. Cemetery Committee & working group;

Committee Members: Cllr. Marsh, Cllr. Urmston, Cllr. Walker S McCabe and representatives from City of York Council: Cllr. Kate Ravilious; P Stuchfield; G Fewkes, D Shaw
Working Group Members: Cllr. Marsh, Cllr. Urmston, Cllr. Walker and S McCabe

c. Planning Committee & working group;

Cllr. Clare, Cllr. Urmston, Cllr. Walker.

d. Social Hall working group;

Cllr. Clare, Cllr. Koprowska, Cllr. Marsh, Cllr. Vevers.

e. Open Spaces working group;

Cllr. Aspden, Cllr. Koprowska, Cllr. Marsh, Cllr. Vevers.

f. Sports Club Representative(s) (2);

Cllr. Koprowska, Cllr. Marsh.

g. YLCA Representatives to attend YLCA Branch meetings as voting representatives (2);

Cllr. Clare. It was **RESOLVED** that should Cllr. Clare be unavailable to attend any YLCA Branch meetings, a request for an alternate would be circulated between councillors.

h. Climate & Ecological Emergency working group;

Cllr. Clare, Cllr. Koprowska, Cllr Marsh, Cllr. Vevers.

i. Publicity Officer (if appropriate);

Clerk, Chair & Vice-Chair.

j. Health & Safety responsibility;

All Councillors have responsibility for Health and Safety.

k. HR Panel.

Cllr. Aspden, Cllr. Clare, Cllr. Urmston, Cllr. Walker.

24006. Internal Control - To review and consider the effectiveness of the following areas of Internal Control and decide on any necessary action:

a. To consider and/or confirm the Annual Review of the System of Internal Control;

It was **RESOLVED** to confirm the Annual Review of the System of Internal Control.

b. To appoint the Internal Auditor for 2024/2025 and confirm the audit plan;

It was **RESOLVED** to appoint Elkerlodge Services Ltd as Internal Auditor for the forthcoming year. It was further **RESOLVED** to confirm the Internal Audit Plan & Schedule.

c. To re-appoint the Clerk as the Responsible Financial Officer;

It was **RESOLVED** to re-appoint the Clerk as the Responsible Financial Officer.

d. To consider and/or confirm the Risk Management Report dated May 2024;

It was **RESOLVED** to confirm the Risk Management Review.

e. To receive, review and consider the Standing Orders dated May 2024 for adoption.

It was **RESOLVED** to adopt the Standing Orders dated May 2024.

f. To receive, review and consider the Financial Regulations dated May 2024 for adoption;

It was **RESOLVED** to adopt the updated Financial Regulations dated May 2024.

g. To appoint a councillor (other than the Chair) to verify bank reconciliations and the original bank statements at least once each quarter;

It was **RESOLVED** to appoint Cllr. Walker to verify bank reconciliations and the original bank statements at least once each quarter.

h. To note the Asset Register dated 31 March 2024;

The Asset Register dated 31 March 2024 was **NOTED**.

i. To confirm appointment of Came & Co. Insurance Brokers to prepare insurance quotations for renewal in October 2024;

It was **RESOLVED** to appoint Came & Co. Insurance Brokers to prepare insurance quotations for renewal in October 2024.

j. To consider the adoption of any new policies or amendments to existing policies;

It was **RESOLVED** to defer consideration of the updated and new policies to the June meeting.

k. To review/update the Register of Gifts and Hospitality;

It was **RESOLVED** to approve the Register of Gifts and Hospitality.

l. To review and affirm acceptance of the Local Government Association Councillor Code of Conduct;

It was **RESOLVED** to affirm acceptance of the Local Government Association Councillor Code of Conduct.

m. To note the Bank Reconciliation for 2023/2024;

The Bank Reconciliation for 2023/2024 was **NOTED**.

n. To note the Statement of the PWLB at 31.03.2024;
The Statement of the PWLB at 31.03.2024 was **NOTED**.

o. To consider and agree continuation of the standing order/direct debit instructions to/with the bank at [Appendix 1](#) for the year 2024/2025;

It was **RESOLVED** to continue the following standing order/direct debit instructions to/with the for the year 2024/2025:

Beneficiary	Reason for Payment	SO / DD
All Staff	Net Salaries (basic)	SO
ATOS Fuel Genie	Fuel Card for Cemetery Vehicles	DD
Business Stream	Water Rates & Sewage Social Hall	DD
Business Stream	Water Rates Allotments	DD
City of York Council	Commercial Waste Cemetery	DD
City of York Council	Commercial Waste Social Hall	DD
City of York Council	Business Rates Cemetery	DD
DVLA	Vehicle Tax – Cemetery Truck	DD
FDMS	PDQ Machine at Cemetery	DD
GoCardless Ltd Smart Cleaning	Contract Cleaning Social Hall	DD
GoCardless Ltd York Data Services	Broadband Social Hall	DD
HMRC	PAYE & NI	DD
ICO	Data Protection Renewal	DD
Ouse & Derwent IDB	Drainage Fees	DD
Public Works Loans Board	Cemetery Extension Loan Payments	DD
SSE Energy Supply	Gas & Electricity at Social Hall and Cemetery	DD
TalkTalk Communications	Broadband Cemetery	DD
Yorkshire Water	Water Rates & Sewage Cemetery	DD

p. To approve payment of the regular payments listed at Appendix 2:

It was **RESOLVED** to approve payment of the following regular payments:

Beneficiary	Reason for Payment	£ in 2024/2025
North Yorkshire Pension Fund	Monthly Pension Contributions	Variable
Martin & Co	Monthly Agent Management Fees & Rent Guarantee Fee – Cemetery Apartment	110.04
HP Ink	Monthly Ink Subscription	5.49
Expend Limited	Monthly Subscription for pre-paid debit card	23.98
GiffGaff Ltd	Monthly Mobile Phone charges for Clerk	6.00
HAGS SMP	Quarterly Playground Inspection Payments	168.00
YLCA	Annual Subscription	816.00
ICCM	Annual Subscription	100.00
SLCC	Annual Subscription	279.00

24007. To resolve to renew the annual memberships with YLCA, ICCM and SLCC.

It was **RESOLVED** to renew the annual memberships with YLCA, ICCM and SLCC.

24008. To resolve to confirm that wages and salaries will be in accordance with recommendations of NJC agreement for local government workers and that all staff are eligible to join the North Yorkshire Pension Fund. Wages and salaries should be reviewed annually.

It was **RESOLVED** to confirm that wages and salaries will be in accordance with recommendations of NJC agreement for local government workers and that all staff are eligible to join the North Yorkshire Pension Fund. Wages and salaries should be reviewed annually.

24009. To schedule staff performance reviews for November 2024.

It was **RESOLVED** to schedule staff performance reviews for November 2024.

24010. To choose from the options listed at Appendix 3 to set the times, dates and place of ordinary meetings of the full council for the year.

It was **RESOLVED** to set the following dates for ordinary meetings of the Parish Council in 2024/2025 (the Clerk will circulate reminders for working group meeting arrangements):

Meetings Commence at 19:30 on each of the following dates:			
26 th June 2024	24 th July 2024	11 th September 2024	23 rd October 2024
4 th December 2024	15 th January 2025	26 th February 2025	2 nd April 2025
14 th May 2025			

24011. To note the Clerk's Financial End of Year report to include 2023/2024 Budget v Year End Accounts Statement;

The Clerks Financial End of Year Report 2023/2024 was **NOTED**.

24012. To note the Internal Auditor Report dated 24.04.2024.

The Internal Auditor Report was **NOTED**. It was **RESOLVED** to add the Internal Auditor Report to the website.

24013. To consider the Annual Governance and Accountability Return (AGAR):

It was **RESOLVED** to approve the Annual Governance and Accountability Return 2023/2024.

It was **RESOLVED** to approve the Annual Governance Statement. The Chair and the Clerk signed the Annual Governance Statement.

a. To consider the Accounting Statements;

It was **NOTED** that the Clerk had signed the Accounting Statements before presenting them to the authority for approval.

b. To approve the Accounting Statements by resolution;

It was **RESOLVED** to approve the Accounting Statements.

c. To sign and date the Accounting Statements by the person presiding at the meeting;

The Chair **SIGNED and DATED** the Accounting Statements.

d. To confirm the dates for the period for the exercise of public rights as 3rd June to 12th July 2024.

It was **RESOLVED** to confirm the dates for the period for the exercise of public rights as 3rd June to 12th July 2024.

24014. Close the Annual Meeting.

The Chair closed the Annual Meeting of the Parish Council at 19:29.

Appendix 1

List of Standing Orders and Direct Debit Payments

Beneficiary	Reason for Payment	SO / DD
All Staff	Net Salaries (basic)	SO
ATOS Fuel Genie	Fuel Card for Cemetery Vehicles	DD
Business Stream	Water Rates & Sewage Social Hall	DD
Business Stream	Water Rates Allotments	DD
City of York Council	Commercial Waste Cemetery	DD
City of York Council	Commercial Waste Social Hall	DD
City of York Council	Business Rates Cemetery	DD
DVLA	Vehicle Tax – Cemetery Truck	DD
FDMS	PDQ Machine at Cemetery	DD
GoCardless Ltd Smart Cleaning	Contract Cleaning Social Hall	DD
GoCardless Ltd York Data Services	Broadband Social Hall	DD
HMRC	PAYE & NI	DD
ICO	Data Protection Renewal	DD
Ouse & Derwent IDB	Drainage Fees	DD
Public Works Loans Board	Cemetery Extension Loan Payments	DD
SSE Energy Supply	Gas & Electricity at Social Hall and Cemetery	DD
TalkTalk Communications	Broadband Cemetery	DD
Yorkshire Water	Water Rates & Sewage Cemetery	DD

Appendix 2

List of Regular Payments

Beneficiary	Reason for Payment	£ in 2024/2025
North Yorkshire Pension Fund	Monthly Pension Contributions	Variable
Martin & Co	Monthly Agent Management Fees & Rent Guarantee Fee – Cemetery Apartment	110.04
HP Ink	Monthly Ink Subscription	5.49
Expend Limited	Monthly Subscription for pre-paid debit card	23.98
GiffGaff Ltd	Monthly Mobile Phone charges for Clerk	6.00
HAGS SMP	Quarterly Playground Inspection Payments	168.00
YLCA	Annual Subscription	816.00
ICCM	Annual Subscription	100.00
SLCC	Annual Subscription	279.00

Appendix 3

Meeting Dates Options:

Day of the week?

Monday	Tuesday	Wednesday	Thursday
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Option A: Monthly in the 2nd week of the month

Week Commencing			
10 th June	8 th July	12 th August (optional)	9 th September
14 th October	11 th November	9 th December	13 th January
10 th February	10 th March	14 th April	12 th May

Option B: 4-6 Weekly (with variations to avoid clashes with other commitments/Heslington PC Meeting dates)

Meeting Commence at 19:30 on each of the following dates:			
26 th June 2024	24 th July 2024	11 th September 2024	23 rd October 2024
4 th December 2024	15 th January 2025	26 th February 2025	2 nd April 2025
14 th May 2025			

Option C: circa. 5 Weekly (with Summer & Christmas breaks factored in)

Week Commencing			
17 th June	22 nd July	2 nd September	7 th October
11 th November	16 th December	20 th January	24 th February
31 st March	5 th May		