**Wednesday 23 May 2018 7pm, WI Hut, Loversall**

**In Attendance:** Councillors: Nicola Harris, Spencer Morris, Keith Wilson, Colin Wright

DMBC Councillors: Nigel Cannings, Martin Greenhalgh

**Clerk to the Council:** Lindsay Wilson

**Apologies received:** Nigel Tomlinson

1. **Election of Chair:** Cllr Keith Wilson was nominated and elected to be Chairman for the year 2018-2019

**Proposed:** Cllr Morris **Seconded:** Cllr Wright

1. **Declaration of Acceptance of Office:** Cllr Wilson signed the said declaration form
2. **Election of Vice Chair:** Although in previous years this post has not been filled, it was suggested that the Councillors should take this role in alphabetical turn – Cllr Harris was nominated and elected to be Vice Chair for the year 2018-2019

**Proposed:** Cllr Wilson **Seconded:** Cllr Morris

1. **Declaration of Acceptance of Office:** The Clerk agreed to forward the acceptance form to Cllr Harris for her signature
2. **Minutes of Annual General Meeting for Loversall Parish Council held on 24 May 2017** (previously circulated on 02.06.2017) were accepted as a true record of that meeting.

**Proposed:** Cllr Harris **Seconded:** Cllr Morris

1. **Matters arising from these Minutes:** It was noted that in Minute 8c, the intention to continue gradually increasing the precept to allow for an increase in the Clerk’s hours to achieve a realistic level to perform the tasks required, has not been considered achievable when considering the precept application in the meeting on 10 January 2018.
2. **Review/Adoption of:**
   1. **Standing Orders v4:**  Change noted Section 29A **Responsibilities under General Data Protection Regulations 2018.**
   2. **Delegated Powers**
   3. **Employment Policies:**
      * **Health and Safety**
      * **Equal Opportunities**
      * **Sickness Absence**
      * **Disciplinary and Grievance**

Standing Orders v4 accepted en bloc.

**Proposed:** Cllr Wright **Seconded:** Cllr Harris

1. **Review/Adoption of Financial Regulations:** Unchanged.

**Proposed:** Cllr Harris **Seconded:** Cllr Morris

1. **Review of Insurance Cover**: A 5 year Long Term Agreement with Zurich Municipal was set up last year (Minute7) and is now in place.
2. **Finance:**
   1. **Financial statement 2017-2018** (with amendment of typographical error) was approved

**Proposed:** Cllr Wright **Seconded:** Cllr Morris

1. **Estimates and Risk Assessments 2017-2018:** Councillors were directed to highlighted points – that **all** councillors need to be mandated to sign cheques (currently work in progress); the Clerk’s HMRC payments will be switched to PAYE in 2018-2019; arrangements are in place to comply with GDPR; a privacy statement is to be issued to parishioners and others as required by GDPR and retention and storage of historical paper records etc of the Parish Council are to be reviewed to comply with LPC data audit policy. These were accepted.

**Proposed:** Cllr Wright **Seconded:** Cllr Morris

1. **Appointment of Internal Auditor for 2018-2019:** Previously agreed to be Mr Mike Gornall (subject to his agreement).

**Proposed:** Cllr Morris **Seconded:** Cllr Wright

1. **Appointment of Representatives for Yorkshire Local Council Association:** Cllrs Morris and Wright agreed to perform this role for Loversall Parish Council and allow their details to be forwarded to YLCA.
2. **Dates for Parish Council Meetings 2018-2019**

**Wednesday 4 July 2018**

**Wednesday 24 October 2018**

**Wednesday 9 January 2019**

**Wednesday 22 May 2019 (to include AGM and Annual Parish Meeting)**

This meeting closed at 19.40hrs

Signed ……………………………………………………. Date ………………………………………………

Chair