

# INGLETON PARISH COUNCIL

## MINUTES OF EXTRAORDINARY PARISH COUNCIL MEETING HELD ON THE 26<sup>TH</sup> JUNE 2017 HELD AT INGLETON PAVILION

### ITEM NO.

360

#### **Present:**

Councillors: Steve Leech (Chair); Paul Hunton (Vice Chair); Michelle Vickers (Member); Anthony Tillbrook (Member)

Members of the Public: 4

361

**Apologies for Absence:** Councillors: J. Pressley; A. Pressley

362

#### **Declarations of Interest:**

*Members were asked to consider whether they might have a personal or a pecuniary interest in any matter included on the Agenda for this meeting. If so, it is requested that any such interest be declared now. If subsequently during the consideration of any matter, it becomes apparent to any member that he/she does, indeed, have an interest, it should then be declared immediately.*

No Declarations made.

363

#### **Public Participation:**

A fifteen-minute discussion period for members of the public to raise questions and/or concerns took place. Following this period members of the public were informed that they were welcome to remain but could not speak further on any agenda item unless at the discretion of the Chair.

363.1

a) Comments on Agenda Items: None

363.2

b) Any Other Business: None

364

#### **Strategic Business:**

364.1

Due to unforeseen events at the handover meeting held on the 10<sup>th</sup> May 2017, it was subsequently identified that an internal audit was required before the council's financial annual return could be submitted. After seeking advice and direction from the external review body, a completed annual return form was received by the council for approval and submission.

364.2

A motion that the annual return forms were accepted and in turn submitted for external audit was proposed by Cllr Hunton and seconded by Cllr Tillbrook. A vote took place and carried unanimously.

364.3

Members agreed to make the necessary arrangements for the opportunity for inspection of the Accounts required by the Audit Commission Act 1998 Section 15 and the Accounts and Audit Regulations 1996 (As Amended).

Cllr Hunton stated the council was required to publish the necessary documentation electronically on its website and for completeness and transparency should also place a physical copy on the parish notice board. A motion was proposed by Cllr Hunton and seconded by Cllr Vickers to publish the necessary data. There was a Vote and the Motion was carried unanimously. In the absence of an appointed clerk, Cllr Hunton agreed to carry out the task.

**ITEM  
NO.**

**ITEM**

364.3 Members agreed to make the necessary arrangements for the opportunity for inspection of the Accounts required by the Audit Commission Act 1998 Section 15 and the Accounts and Audit Regulations 1996 (As Amended).

Cllr Hunton stated the council were required to publish the necessary documentation electronically on the Ingleton Parish Council website and for completeness and transparency should also place a physical copy on the parish notice board. A motion was proposed by Cllr Hunton and seconded by Cllr Vickers to publish the necessary data. There was a Vote and the Motion was carried unanimously. In the absences of an appointed clerk, Councillor Paul Hunton agreed to carry out the task.

364.4 A discussion took place in relation to the terms of reference set out for the Pavilion and Field Working Group (PFWG). A motion was proposed by Cllr Leech and seconded by Cllr Tillbrook to adopt the Pavilion and Field Working Group terms of reference presented to the council. A vote took place and carried unanimously.

364.5 A discussion took place in relation to membership of the Personnel Committee tasked with recruiting a dedicated Clerk to the council. Following the terms of reference previously adopted for the Personnel Committee, membership required a minimum of four (4) councillors. All council members present, Cllr Leech, Cllr Hunton, Cllr Vickers and Cllr Tillbrook, agreed to membership on the Personnel Committee. Noted.

**365 Councillor's Questions, or Clerk**  
None

**366 Date and Time of Next Meeting – *Wednesday 26<sup>th</sup> July 2017 at 6.45 to be held in the Sports Pavilion.***

Signed: ..... Dated: .....