

**GATE & UPPER HELMSLEY PARISH COUNCIL**

**MINUTES OF A PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON THURSDAY 04 MAY 2023 AT 7.30PM**

**Councillors Present:** Jonathan Greenwood Michael Harrison  
Richard Miller Sue Panesar

**In Attendance:** NYCC/RDC Cllr Caroline Goodrick  
Fiona Hill – Parish Clerk

**Public Present:** 4

- 24/1 a) To receive apologies for absence given in advance of the meeting:**  
Parish Councillor Charlie Dodds  
**b) To consider the approval of reasons given for absence:**  
Resolved/Approved (Unanimous)
- 24/2 To record declarations of interest in items on the agenda:** None
- 24/3 To confirm the minutes of the meeting held on Thursday 02 March 2023:**  
Resolved/Approved (Unanimous)
- 24/4 To discuss casual vacancy resulting from resignation of Mrs Janet Buckley**  
NTR
- 24/5 To discuss matters arising from previous minutes:**  
- Website – work is nearly complete, just hosting to set up  
- Defibrillator – had now been fixed to the Village Hall. The funding balance would be ringfenced for future costs, e.g. batteries/pads  
- Street Lighting – a review will be done and costings obtained from NYCC. Cllr Goodrick pledged to fund three street lights.
- 24/6 Public Session:**  
Back Lane, bus shelters and speeding were discussed.
- 24/7 To discuss new planning applications received:** None
- 24/8 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**  
- Bookkeeping records to date – NTR  
- Financial Management – NTR  
- Policy Review  
The Parish Clerk had reviewed the Finance, employment and data protection policies as follows –  
Finance Policies  
Financial Regulations - Already adopted  
Asset Register - To be updated as part of the year end procedures

Financial Risk Assessment - YLCA template was circulated for adoption at the next meeting  
Risk Assessment/management Policy - YLCA template was circulated for adoption at the next meeting

Insurance register - A statement provided by insurance company

Grant awarding Terms of Reference - Already adopted

Grant application form - Already adopted

Internal Controls Checklist - Already adopted

Employment Policies:

Statutory Required Policies:

Contract of Employment/ Written Statement of Particulars - Paper copies held by Chairman/Employee

Pensions Policy - See below wording of YLCA policy, which could be incorporated in the minutes of the APCM

Disciplinary & Grievance Procedure/Policy 2019 - Updated templates attached, to be adopted at APCM

Best Practice Policies:

Equal Opportunities Policy - Updated template attached, to be adopted at APCM

Sickness and Absence Policy - Updated template attached, to be adopted at APCM

Annual Leave Policy - Template attached, to be adopted at APCM

Training and Development Policy - Updated template attached, to be adopted at APCM

Expenses Policy for Clerk - Template attached, to be adopted at APCM

The Parish Council does not require these policies - Recruitment and Selection, Appraisal procedure, Expenses Policy, Lone Working Policy, Equality Policy 2015, Health and Safety (SR if more than 5 employees), Information and Information Technology, Mobile phone use, Bullying and Harassment/Dignity at Work, Workplace Alcohol and Drugs, Flexible working.

## XXXXXXXXX PARISH COUNCIL PENSIONS POLICY

Introduction:

The Pensions Act 2008 requires all local councils to enrol “eligible jobholders” automatically into a qualifying pension scheme, to offer “non-eligible jobholders” (workers who are not eligible for automatic enrolment) the choice as to whether to opt into a qualifying scheme and “entitled workers” (workers who are entitled to join a non-contributory pension scheme) to request that the employer facilitates a non- contributory scheme.

In compliance with the above, this policy sets out the details of the pension arrangements for employees of XXXXXXXXX Parish Council:

Data Protection/GDPR:

Mandatory/Statutory Requirement Policies:

Privacy notice – general - Already Adopted

Privacy notice – employees, councillors, role holders and volunteers - Already Adopted

ICO Model Publication Scheme 2014 - Already Adopted

Best Practice Policies:

Records Management Policy - Already Adopted

Security Incident Log - Not required

Security Incident Policy - Not required

Data Audit - Conducted/Emailed 27Feb23

- Matters raised by/with Yorkshire Local Councils – NTR

- Payment - Resolved/Approved (Unanimous)

Defib World	Defibrillator	100465	£1446.00
YLCA	Subscription	100467	£134.00
Parish Clerk	Home Working Allowance	100468	£16.62
Yorkshire Internal Audit Services		100469	£220.00
Cheque 100466 cancelled			

**24/9**      **To report correspondence received by the council:** None

**24/10**      **To receive matters raised by members:**  
Cllr Harrison had conducted a litter pick in Upper Helmsley

**24/11**      **To confirm the dates of the future meeting(s):**  
07 September 2023, 07 December 2023  
Resolved / Approved (Unanimous)