

## RIPPONDEN PARISH COUNCIL

### Standards Committee Meeting held on Tuesday 26<sup>th</sup> June 2018 at 7.00pm

The Clerk welcomed Cllrs to the meeting

**Present:-** Cllr Carter, Cllr Hunt, Cllr Naylor, Cllr M Smith

**1. To elect a Chairman 2018/2019**

**SC2018-001 Resolved in a motion** by Cllr Carter and seconded by Cllr Hunt that Cllr Naylor be elected as Chairman of the Standards Committee for 2018/19.

Cllr Naylor accepted the position and took the Chair.

**2. To receive apologies for absence or lateness**

None

**3. To review the Committee's terms of references**

**SC2018-002 Resolved in a motion** by Cllr Carter and seconded by Cllr M Smith that the Committee's terms of references should be:

- To review the recommendations of the annual Internal Auditors report and consider any matter arising from this, reporting any recommendations back to Full Council for approval.
- To review the Financial Regulations of the Parish Council on an annual basis and agree recommendations to be reported back to Full Council for approval.
- To review the Council's annual Risk Assessment and agree recommendations for amendment to be reported back to Full Council for approval.
- To review the Standing Orders of the Parish Council and agree any recommendations for amendment to be reported back to Full Council for approval.
- To review and agree any miscellaneous procedural documentation to be reported back to Full Council for approval and accept recommendations for discussion from Full Council.

**4. To approve the Minutes of the Meeting held on Wednesday 14<sup>th</sup> February 2018**

**SC2018-003 Resolved in a motion** by Cllr M Smith and seconded by Cllr Naylor that the Minutes be accepted as a true and correct record of the meeting held on Wednesday 14<sup>th</sup> February 2018.

**5. To receive an update on the Parish Council's application under the Local Councils Award Scheme**

The Clerk reported that the Assessor had written to the Parish Council on 18<sup>th</sup> May 2018 with several queries. The Clerk confirmed that she had provided additional documentation to clarify the points raised on 25<sup>th</sup> May 2018 and that she was now awaiting a decision. She also advised that there were a few advisory recommendations provided by the assessor but these did not affect the application.

**6. To review the Standing Orders and Financial Regulations for 2018/19 with any recommendations reported back to Full Council for approval**

The Clerk advised that notification had been received from the YLCA advising that a minor amendment needed to be made to Financial Regulation 11.k. The Public Contracts Regulation 2006 had now been superseded by the 2015 Act.

**SC2018-004 Resolved in a motion** by Cllr M Smith and seconded by Cllr Hunt that with the above amendment the Financial Regulations should be recommended to Full Council for approval for 2018/19.

The Meeting compared the Parish Council's current Standing Orders to the revised YLCA model template and agreed amendments as indicated by the YLCA.

However Cllr Naylor pointed out that the section on Data Protection in the model standing orders was now out of date. The Clerk was asked to seek clarification from the YLCA and report back at the next meeting. As such approval of the recommendations was held over to the next meeting.

**7. To review the Parish Council's Financial Risk Assessment for 2018/19 with any recommendations reported back to Full Council for approval**

The Clerk had circulated copies of the draft Risk Assessment to Committee members prior to the meeting. She explained the reasoning for any additions which had been highlighted in red for clarity.

**SC2018-005 Resolved in a motion** by Cllr Hunt and seconded by Cllr M Smith that the amended Risk Assessment be recommended to Full Council at its next meeting.

**8. To review the Parish Council's Burial Charges with recommendations to be reported back to Full Council for approval**

Cllr Naylor advised that he felt this item should be held over to the next meeting so that he could check with Calderdale Council as to its new charges. It was also agreed that a maintenance programme should be developed by the Environment Committee to ensure that the grounds are maintained at an acceptable level. Both the gate and grass between graves needed to be looked at. Cllr Naylor also agreed to do the annual safety check for the gravestones and remaining kerb stones.

**SC2018-007 Resolved in a motion** by Cllr M Smith and seconded by Cllr Carter that this item be held over to the next meeting.

**9. To agree a draft Reserve Policy for the Parish Council to be reported back to Full Council for approval**

The Clerk had circulated copies of the draft Reserve Policy to Committee members prior to the meeting. The meeting felt that level of reserves should not be included in the policy and that this element should be a matter for Full Council to decide. It was agreed that this should be an Agenda item at the Parish Council meeting to be held on 12<sup>th</sup> July 2018 to be discussed after approval of the Reserve Policy had been put to the council. The Clerk was asked to update the suggested level of reserve list to identify which would be specific capital and which would be revenue reserve for the Full Council meeting.

**SC2018-008 Resolved in a motion** by Cllr M Smith and seconded by Cllr Hunt that with the amendments discussed the draft Reserve Policy be recommended to Full Council for approval.

**10. To agree a draft Internal Control procedure document to be reported back to Full Council for approval**

The Clerk had circulated copies of the draft Internal Control Document to Committee members prior to the meeting.

**SC2018-009 Resolved in a motion** by Cllr Hunt and seconded by Cllr Carter that with one minor amendment the draft Internal Control procedure document be recommended to Full Council for approval.

**11. To approve an amended Asset Register with recommendations to be reported back to Full Council for approval**

The Clerk had circulated copies of the amended Asset Register to Committee members prior to the meeting. She explained the reasoning for any additions which had been highlighted in red for clarity.

**SC2018-010 Resolved in a motion** by Cllr Hunt and seconded by Cllr Carter that the amended Asset Register be recommended to Full Council for approval.

**12. Next meeting**

To be arranged at a later date.

**The meeting closed at 9.10pm**