



	<ul style="list-style-type: none"> <li>• Emergency plan – <b>DS reported that the procedure is due for renewal and will be covered at a future meeting</b></li> <li>• Twilight bus service – it was noted that the parish council has made donations to the Driffield School Twilight Bus in previous years; LW reported that a letter asking for a donation this year had been received. <b>The donation of £50 is to be reviewed by SH</b></li> <li>• Records – there was a discussion regarding parish records. <b>LW confirmed she had not yet written to Alison Spencer, James Strachan or James McGregor to request the handover of all parish council property including paperwork, records and files and will do so immediately. LW to bring all records to the next meeting including the electronic archive on the USB safe stick and will report on the content.</b></li> <li>• Flag pole – <b>the position regarding the installation of a flag and flagpole is to be decided</b></li> <li>• Village picnic – it was confirmed that a small summer event was held in 2014, but not a sponsored walk</li> <li>• Donation of map and walk from ramblers association – <b>DS reported he had received the maps from JM and is to make the arrangements for a frame for their installation</b></li> <li>• Newsletter - it was reported that the newsletter had been re-instated. <b>The newsletter is to be printed on a quarterly basis.</b></li> <li>• Social media policy and update – LW reported that a draft policy had been produced in April 2015 (to be circulated). Any additions are to be handed out and agreed upon at next meeting by BOD.</li> <li>• Megaphone – it was confirmed that this had been purchased and was being stored by DS.</li> <li>• Fish in the pond – a problem was reported last August and the need to aerate the pond was discussed. <b>KF is looking into use of aerating plants instead of regular hosepipe filling.</b> GS referred to the donation of some plants.</li> <li>• Allotments / play area / community orchard - it was noted that this was on the agenda and a committee / working group was being formed to look at this. <b>KF to lead project once up and running.</b></li> <li>• New residents pack – it was agreed that it was a good idea to have a pack and there was a discussion about the contents. <b>SH to take this forward.</b></li> <li>• Phone box – DS and LW confirmed that they had looked into this; it is not possible to transfer it to use it as a community facility as it is in use. The cost of relocating the phonebox would be too high for the PC to meet. No further action.</li> <li>• Festive Fridaythorpe event – BOD is the lead for event planning but was unable to give a report as was absent. It was agreed by LW and all councillors present that in future it would be fairer if LW let DS and councillors let LW know in advance if they were planning to be away for more than a couple of days and would be uncontactable. <b>This matter will be brought to the next meeting so that it can be brought to the attention of absent councillors, discussed and agreed upon.</b> There was a discussion regarding whether a license was needed for serving mulled wine. SH said there was no need for a license for alcohol offered free of charge at a street party. It was however agreed that the council would not want alcohol served at a child-centric event. However there was no issue if residents wanted to bring their own and be responsible for it. <b>LW to contact BOD to advise him of this.</b></li> <li>• Planning – <b>LW is the contact for planning items; there is now an online portal to use.</b></li> <li>• Streetscene –the next Streetscene walkabout will be scheduled in 2016 as they are bi annual <b>LW will let us know the earliest possible date for next year's walk about before the next meeting or earlier if it is to be before February 2016</b></li> <li>• May 2015 handover – LW reported that she had done a handover with JM regarding the finance documents. <b>DS spoke to previous councillors and is getting Christmas lights from JM.</b></li> <li>• Minutes on the noticeboard – LW reported that the minutes were up to date on the website (there were none for May; the first meeting after the elections was held in June). DS reported that the noticeboards have not always been kept up-to-date and needed to be done. Noticeboard keys were discussed and rather than having others cut (as minuted in October's meeting) it was agreed that SH will keep the noticeboard keys from AS at her home. <b>LW is to ensure that the two noticeboards are kept up to date.</b></li> </ul>	<p>SH</p> <p>LW</p> <p>DS</p> <p>DS</p> <p>DS</p> <p>LW</p> <p>LW/BOD</p> <p>KF</p> <p>KF</p> <p>SH</p> <p></p> <p>LW</p> <p>LW</p> <p>DS</p> <p>LW</p>
1512.06	<p><u>Policies for approval</u>  <u>Complaints Procedure.</u> DS circulated a copy of the proposed complaints procedure for discussion and explained that it referred to the parish council not an individual.  It was proposed by DS and seconded by SH that the complaints procedure be approved; all agreed.  <u>Expenses policy.</u> DS circulated a copy of the proposed employees expenses policy and claim form which included travel expenses and printing and a proposal to purchase a council mobile phone. The policy</p>	



# FRIDAYTHORPE PARISH COUNCIL

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	<p>requires employees to pre notify of any costs. DS proposed and SH seconded that the policy be approved; all agreed.</p> <p>Gillian Snowden left the meeting at this point.</p> <p><u>Councillor expenses policy.</u> DS gave a reminder that the policy had been agreed in principle at a previous meeting subject to the query on whether co-opted members could claim expenses. This had been confirmed. The policy requires councillors to pre notify of any costs. The maximum amount that councillors can claim in a year is £30; DS is to include an additional clause regarding extra ordinary expenses.</p> <p>Printing was discussed and it was agreed that two hard copies of meeting papers are to be provided by LW for the meeting. A hard copy is to be posted to KF.</p> <p>It was proposed by DS and seconded by SH that the councillor expenses policy be approved with the addition of the clause regarding extra ordinary expenses; all agreed.</p> <p><u>Health &amp; Safety policy.</u> DS circulated a copy of the proposed health &amp; safety policy.</p> <p>It was proposed by DS and seconded by GR that the health &amp; safety policy be approved; all agreed.</p> <p><u>Grievance policy.</u> To be covered at the next meeting</p> <p><u>Equal opportunities policy.</u> DS circulated a copy of the proposed equal opportunities policy.</p> <p>It was proposed by DS and seconded by GR that the equal opportunities policy be approved; all agreed.</p> <p><u>Financial Regulations</u> a revised document was considered. DS reported that the policy has been amended following discussion at the previous meeting and item 11 now states a £2000 limit.</p> <p>It was proposed by DS and seconded by KF that the equal opportunities policy be approved; all agreed. It was also agreed that KF become a third signatory on the council bank accounts. <b>LW to make the arrangements regarding the paperwork.</b></p>	<p>DS</p> <p>LW</p> <p>LW</p>
1512.07	<p><u>Committees</u></p> <p>DS gave a reminder that at the previous meeting it had been agreed in principle that the parish council adopt a committee structure. DS circulated a revised structure for parish council committees which took account of previous queries raised and confirmed that the parish clerk is to attend all committees as they are part of the council structure. The quorum for committees is three. Members can join advisory groups outside of the committee structure as individuals but not in a parish council role.</p> <p>The proposed committee structure was discussed. The following membership was proposed:</p> <p><u>Finance committee</u> – Chair (DS). Vice Chair (BOD), KF.</p> <p><u>Remuneration committee</u> – sits under finance; with the same membership as the Finance committee.</p> <p><u>HR committee</u> – Chair (DS), SH, GR</p> <p><u>Press and communications committee</u> – SH, plus two other members required. To be agreed when BOD/SD present.</p> <p><u>Allotments committee</u> – KF plus two other members to be agreed as above. This will operate as a separate working group once the initial project has been established.</p> <p><u>Youth services committee</u> – to be agreed as above</p> <p><u>Christmas committee</u> - to be agreed as above</p> <p>It was proposed by DS and seconded by SH that the above committee structure and membership be approved; all agreed.</p> <p>The arrangements, frequency and location of the meetings was discussed. Meetings are to be held in line with the proposals circulated by DS. Some meetings may be held consecutively on the same date to minimise the days / travel time required for members to attend.</p> <p>Dates of forthcoming meetings were agreed:</p> <p>Next full parish council - 1<sup>st</sup> February at 7.15pm, ABN</p> <p>Finance committee – 18<sup>th</sup> January at 7.15pm, ABN</p> <p>HR committee – 18<sup>th</sup> January at 8pm, ABN</p> <p>Further dates are to be confirmed at the above meetings</p> <p>Terms of reference or committee rules of guidance are to be considered at the first meeting of each committee and then approved at the next full council meeting.</p>	LW
1512.08	<p><u>Communications</u></p> <p>DS reported that he has spent a lot of time revamping the website and now wished to hand over responsibility for the website to the Press and communications committee due to the time it takes to edit it. DS reported that the site is receiving increased traffic and the domain name purchase will be reviewed in May 2016. The parish council thanked DS for the work on the website and noted that it was a great improvement. SH is continuing with her blog.</p>	

## Fridaythorpe Parish Council

	SH reported that 180 copies of the newsletter, Fridaythorpe Frontier had been produced at a reduced cost of £62 due to some printing faults. The next edition is due out in March 2016 and the Press and Communications committee will decide the format and content. The estimated cost is c£60 four times a year. GR and SH reported that the newsletter had been well received by residents. SH queried a survey done in 2014; <b>LW to check if a copy is available and the results.</b>	LW
1512.09	<u>Transport</u> SH is to provide an update at the next meeting. LW confirmed that Fimber parish council are interested in working with SH on proposals and she will check position with Wetwang Parish Council. DS reported that the cost for self stick notice holders in the shelter was £325. <b>The parish council approved the payment and DS is to arrange the purchase and installation.</b>	SH LW DS
1512.10	<u>Parish Assets</u> SH reported that she had spoken to a previous chair; there is no asset register on file as he was not aware of the parish council being responsible for any items. <b>This is to be checked by LW</b>	LW
1512.11	<u>Community facility</u> Item deferred to the next meeting	GR
1512.12	<u>Finance</u> DS reported that the parish council had to submit the precept demand to ERYC for 2016/17 by mid January. DS proposed that the precept be decreased by 1.99%. A vote was taken and the parish council agreed by a majority of 3:1 that the precept remain at the current level. <u>Payments</u> DS proposed and KF seconded that the following payments be approved; all agreed. Mr Thompson - £925 for grass cutting. Previous cheque cancelled and new cheque to be signed. Greenfingers - £146.30 for pond maintenance and plants to be offset against the local grant Ken Falkingham - £55.50 for refuse sacks and litter picking equipment (seconded by SH) GT print and design - £62 for the newsletter ERNLLCA - £87.20 for part year membership. LW agreed with the chair to sign the membership agreement on behalf of the parish council. <b>LW will make arrangements for cheques to be countersigned by BOD to enable payments to be made as soon as possible.</b> All other finance items were deferred to the finance committee	LW
1512.13	<u>Festive Fridaythorpe</u> As reported in item 4, BOD is the lead for the event and will <b>provide details of all costs associated with the event.</b> Licensing is to be checked and if necessary the event will have to be run with byo arrangements. The parish council agreed that a maximum of £5 for gifts for volunteers be paid as volunteers for other activities such as litter picks were unpaid.	BOD
1512.14	<u>Local Grant Fund</u> LW reported that the grant carry forward had been confirmed by ERYC	
1512.15	<u>ERNLLCA</u> LW reported that pro rata membership costs had been received from ERNLLCA (covered in payments item) and membership arrangements will be circulated to DS.	
1512.16	<u>Allotments and Litter</u> To be reviewed at the next meeting	
1512.17	<u>Emergency Plan</u> DS reported that current emergency arrangements are due for review and are to be discussed at the next meeting.	
1512.18	<u>Fracking</u> All to note that details of local meetings are being circulated. To be discussed at the next meeting	ALL
1512.19	<u>Local Housing Development</u> SH enquired about whether there were any planning applications for new housing developments in the parish. LW advised there were no planning applications on the system for consultation to report. <b>KF is to make enquiries.</b>	KF
1512.20	<u>Correspondence</u> To be covered at the next meeting	
1512.21	<u>Any other urgent business</u> No other business raised	
1512.22	DS closed the meeting at 9.00pm.	