



Stainland and District Parish Council 4th Annual Council Meeting Minutes

31st May 2021

The 4th Annual Council Meeting of the Stainland and District Parish Council was held at Hollywell Green United Reformed Church on Thursday 27th May 2021 at 19.00 Hrs.

The following Councillors attended:

G. Liddell (GL), L. Fieldhouse (LF), P. Lassey (PL), M. Mullany (MM).

Parish Clerk - Laura White-Scott (LWS) was also in attendance.

	Item
21.5.01	Appointment of Chairman and Minute Taker. GL accepted nomination as Chairman. Parish Clerk took Minutes for this meeting.
21.05.02	Guy Liddell was appointed as Chairman of the Council who, unless he resigns, becomes disqualified, is no longer a Councillor, or is otherwise replaced by resolution of the Council, shall continue in office until the date of the next Annual Meeting of the Council, Guy Liddell as the newly elected signed and returned the Acceptance of Office to the Parish Clerk.
21.05.03	Peter Lassey was appointed as Vice Chairman of the Council who, unless he resigns, becomes disqualified, is no longer a Councillor, or is otherwise replaced by resolution of the Council, shall continue in office until the date of the next Annual Meeting of the Council, and to allow the newly elected Chairman one calendar week to accept, sign and return the Acceptance of Office to the Parish Clerk.
21.05.04	Public Participation. No members of the public present to address the Parish Council on any issues concerning the Parish.
21.05.05	Apologies. Malcolm James (MJ), Tony.Weeks (TW), Joan Bottomley (JB).
21.05.06	Declarations of interest. None declared.
21.05.07	Minutes of the Meeting held on Thursday 22nd April 2021. Approved as a correct record and signed by GL.
21.05.08	Members of the Council were appointed to the following Committees: <ul style="list-style-type: none">- Policy and Finance – LF, MJ, PL & GL- Environment – TW, LF, JB, MM- Planning – MM, GL, LF, JB, TW, MJ & PL- Staffing – TW, LF, GL & PL- Communications – JB, PL & MM

	It was requested these committees appoint a Chairman and Vice Chairman and publish a schedule of meetings up to and including May 2022 at their first meeting for report to Council at its general meeting in June 2021.																																																																								
21.05.09	The current Standing Orders and Financial Regulations were accepted for the interim pending the results of a review exercise being conducted in association with YLCA, the results of which should be available at the next meeting.																																																																								
21.05.10	It was resolved that the Events and Communications Committee will produce the Annual Report for approval by the Council at its next meeting.																																																																								
21.05.11	<p>It was resolved that the monthly financial reports and list of payments made were accepted.</p> <p>BANK RECONCILED UPTO 30th April 21 BACS /Debit Card</p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>Commodity</th> <th>Net Amount</th> <th>VAT</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>HMRC</td> <td>HMRC TAX</td> <td>21.78</td> <td>0.00</td> <td>21.78</td> <td>Employee Costs</td> </tr> <tr> <td>Global Collect</td> <td></td> <td>20.99</td> <td>0.00</td> <td>20.99</td> <td>Employee Costs</td> </tr> <tr> <td>Vodafone</td> <td>Phone</td> <td>12.15</td> <td>0.00</td> <td>12.15</td> <td>Subscriptions</td> </tr> <tr> <td>Clerk Salary</td> <td>Employee costs</td> <td>1,029.08</td> <td></td> <td>1,029.08</td> <td>Employee Costs</td> </tr> <tr> <td>Guy Liddell</td> <td>Website reimbursement</td> <td>212.50</td> <td></td> <td>212.50</td> <td>Environmental Projects</td> </tr> <tr> <td>Town Parish Audit</td> <td></td> <td>150.00</td> <td></td> <td>150.00</td> <td>Office Expenses</td> </tr> <tr> <td>Graham Cockayne</td> <td>Salary</td> <td>200.08</td> <td></td> <td>200.08</td> <td>Environmental Projects</td> </tr> <tr> <td>Guy Liddell</td> <td>Website reimbursement</td> <td>533.00</td> <td></td> <td>533.00</td> <td>Office Expenses</td> </tr> <tr> <td>TNR Landscape</td> <td></td> <td>885.60</td> <td></td> <td>885.60</td> <td>Contractor Costs</td> </tr> <tr> <td>HMRC</td> <td>HMRC TAX</td> <td>35.28</td> <td></td> <td>35.28</td> <td>Employee Costs</td> </tr> <tr> <td>SUB TOTAL</td> <td></td> <td></td> <td></td> <td>3,100.46</td> <td></td> </tr> </tbody> </table>	Supplier	Commodity	Net Amount	VAT	Total		HMRC	HMRC TAX	21.78	0.00	21.78	Employee Costs	Global Collect		20.99	0.00	20.99	Employee Costs	Vodafone	Phone	12.15	0.00	12.15	Subscriptions	Clerk Salary	Employee costs	1,029.08		1,029.08	Employee Costs	Guy Liddell	Website reimbursement	212.50		212.50	Environmental Projects	Town Parish Audit		150.00		150.00	Office Expenses	Graham Cockayne	Salary	200.08		200.08	Environmental Projects	Guy Liddell	Website reimbursement	533.00		533.00	Office Expenses	TNR Landscape		885.60		885.60	Contractor Costs	HMRC	HMRC TAX	35.28		35.28	Employee Costs	SUB TOTAL				3,100.46	
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21.32.10	<p>The following reports were received.</p> <ul style="list-style-type: none"> - Policy and Finance- Had not met in this calendar month. - Environment <ol style="list-style-type: none"> 1. It was resolved that Simon Calvert Contractor to be instructed for repairs to <ol style="list-style-type: none"> a. Shaw Park board walk repairs, clearance of vegetation on structure, fitting of non -slip grips 2. It was resolved that a contingency sum of £500 for gardening work to be carried out by contractors until a replacement environmental warden can be recruited. 3. It was resolved that the staffing committee were to discuss change in warden's contract to include up to 5 hours additional work. 4. It was resolved that a contribution towards new play equipment for Stainland Toddler Play Area as part of Cmbc's planned improvements cannot be made until we have more information. LF to obtain more information from Calderdale to show what £5,000, £7,500 & £10,000 would provide. 5. The draft Memorandum of Understanding from Cmbc was acknowledged. 																																																																								

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	<p>6. It was resolved that the council authorised £100 remaining in budget from the corner garden project to be used towards plants for the rockery.</p> <ul style="list-style-type: none"> - Planning- All were encouraged to attend the next planning meeting which is provisionally scheduled to take place on Tuesday 8th June. MM is to synchronise the monthly meetings inline with CMBC. - - Library – It was resolved that a leaflet drop is to be done with an update to residents regarding the outcome of CMBC's decision regarding the library. There were 14 replies from the online survey. Communications team to take this task of creating newsletter by July 21. - TW to contact members of the public that showed interest in the library.
21.05.13	It was resolved that PL will approach local companies to advertise the remaining vacancies on the Parish Council.
21.05.14	It was resolved that In the light of CMBC's refusal to allow Stainland Library to be used as a meeting venue pending either a CAT or disposal, that we would pursue Sowood community centre and Hollywell Green Reformed Church as a base for Parish Clerk and meetings. LF to explore options and report to next meeting.
21.05.15	Staffing Rather than consider a resolution to exclude press and public for the consideration of certain staff issues, the Council resolved to refer the matter to the Staffing Committee for consideration in the first instance
21.05.16	It was resolved there was no correspondence requiring report.
21.05.17	Items to be added to the agenda at the next meeting included: <ul style="list-style-type: none"> - Adoption of revised standing orders and financial regulations - Approval of committee appointments, schedule of meetings and proposed system of delegation and 2021/22 bids for revenue and capital out of the approved 2021/22 budget - Approval of recommendations by committees on changes to the Council's business plan