

SINNINGTON PARISH COUNCIL

Email sinningtonpc@yahoo.com Website <https://sinnington.ryedaleconnect.org.uk/>

Agenda for the Meeting on Monday 8th January 2024 at 6:30pm at The Village Hall Meeting Room, Sinnington

Members of the public are welcome.

1. To receive and record attendance, note apologies for absence and consider approval of the reasons given for non-attendance.
2. To receive any declarations of interest from members relating to items on the agenda and to deal with any applications for dispensations from members of the council.
3. To approve the minutes of the council meeting held on 6 November 2023.
4. **Public Comments**

Members of the public are requested, but not compelled, to email the parish clerk at least 24 hours before the start of the meeting to indicate that they wish to address the council.
5. **Parish Clerk/Responsible Financial Officer**
 - i. To receive the resignation of the Parish Clerk/RFO, Alison Mitchell, and to thank her for her work for Sinnington Parish Council.
 - ii. Only if necessary - to confirm details - to consider exclusion of members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 due to the nature of the following business due to publicity of the matter being prejudicial to the public interest, by reason of the confidential nature of the business to be transacted.
 - iii. To consider that Alison Mitchell is appointed as a Locum Parish Clerk/RFO for Sinnington Parish Council should the clerk be absent other than for annual leave/statutory holidays and that she remains a signatory on bank accounts.
 - iv. To consider the appointment of Victoria Ellis as Parish Clerk/RFO.
 - v. To agree the Contract and terms of Employment.
6. **General Power of Competence**

To resolve that Sinnington Parish Council meets the conditions of eligibility required to exercise the General Power of Competence, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, with immediate effect.
7. **Village Green and grass cutting in the village.**
 - i. To receive an update:
 - Birds mouth fencing by Simon Naylor Fencing.
 - Damaged area protected by temporary fencing.
 - No quotes for grass cutting to be considered as specifications needed.
 - Branches to be removed.
 - ii. To consider accepting a North Yorkshire Locality Budget Grant via Cllr G Jabbour of £500 for additional fencing on the condition that it is match-funded by the parish council, and to consider agreeing the same terms should another £500 become available.
 - iii. To consider placing an order with Simon Naylor Fencing for work to the value of £1,000 excluding VAT and to give the clerk delegated authority to accept a further grant and order the same again should another £500 grant become available. To confirm:
 - areas to be fenced
 - the extent and access points for pedestrians and contractors (2m gap for latter).
 - completion dates for the grant funding.

- iv. To agree on the specifications for the grass cutting contract(s), how it should be advertised, a closing date and when the contract for 2024 is to be awarded.

8. Website

- i. To receive notice from NYC that from 1/4/25 it will no longer host parish council websites.
- ii. To consider a domain name ([Nominet](#)) and to ask the new provider to register it.
- iii. To consider if the council wishes to appoint one of the following website others or research further, e.g. Wordpress sites, and if yes, to consider starting work asap and to note the additional work involved.

Website	Core Costs exc. Domain reg etc Most around £25/hour to add content to new site.	Comments (all WCAG compliant website structure, the council is responsible for compliant). Websites article by Scribe (Accounts software etc councils).	Examples
2Commune	Details of Content Management System etc Prices requested.		Rosedale PC , Helmsley TC YLCA
Aubergine	Pricing details £499 set up £199 annual	and councils link	Great Shelford PC
VisionICT -	Costs Set up – to £1,200 tr. Content inc? £175 pa	Small Parish Councils	Laughton PC
EyelidProductions	Circulated. Set up inc. transfer of content.	Wordpress	See page.

9. Finance, Audit and Asset Management

- i. To receive the Payments List for November and December 2023.
- ii. To receive the Bank Reconciliation and Running Budget (at the meeting).
- iii. To consider adding Victoria Ellis as signatory to the bank account and to online banking and to confirm which councillors to register for online banking.
- iv. To consider changing the Bank Statement dates to the last day of the month.
- v. To consider signing up to EasyPC to keep the council accounts on at around £60pa, no set up costs. Generates reports, bank reconciliation, running budget, Annual Return and tracks Earmarked Reserves.
- vi. To consider asking the North York Moors National Park Authority that Sinnington Parish Council be allowed to join the Village Caretaker annual grant scheme (*no caretaker needed, a grant for 50% maintenance costs to max £2,750, within the Park area*).
- vii. To consider that the Minutes are filed in a ring-binder from 2022 onwards.
- viii. To consider disposal of the Toshiba laptop – not on asset register and will not start.
- ix. To consider that the councils records are mainly paperless in future, on a Cloud Storage system as currently and backed-up at least twice a year onto external memory sticks.
- x. To consider adoption of the Audit Plan.
- xi. To appoint an Internal Auditor for 2023-2024.
- xii. To consider the Internal Controls checklist for Councillors Audit.
- xiii. To appoint 2 councillors to carry out Councillors Audit in February/early March.

10. Reports for information only.

- i. Chairman's Report.
- ii. Clerk's Report.

Signed



Parish Clerk