

**MINUTES OF AN ORDINARY MEETING OF REVIEW & STAFFING COMMITTEE,
NEWBY AND SCALBY PARISH COUNCIL**

held in the Council Office, Scalby Library,
on Thursday, 17th January 2019 at 9.30am.

PRESENT:

Councillor R Towse (Chairman),
Councillors R Holliday, PC Snow, R Thompson.

ALSO IN ATTENDANCE

Mrs J Marley (Clerk).

ABSENT: Cllr. R Pickersgill.

RS1/19 APOLOGIES FOR ABSENCE

Received & accepted from Cllr. R Pickersgill (unwell).

RS2/19 DECLARATIONS OF INTEREST

None.

RS3/19 RISK ASSESSMENT - annual review

RS3/19.1 Received & noted Clerk's report [*circulated with agenda*]. **Agreed** 1] All necessary controls considered in place; 2] recommend to Council that the amended risk assessment be approved.

RS4/19 ADOPTED POLICIES, SO & FR - annual review

RS4/19.1 Received & noted Clerk's checklist & report [*circulated with agenda*]. **Noted** no changes required to policies. Standing Orders and Financial Regulation currently under review to accommodate changes to legislation and Council's banking. **Agreed** 1] recommend to Council that no changes to policies are required at the moment and 2] a report with recommendations regarding Standing Orders and Financial Regulations be submitted to Council once the review was complete.

RS5/19 CLERK'S APPRAISAL & PAY

RS5/19.1 Noted no issues identified at appraisal. New pay spine from 1/4/2019. **Agreed** Council be asked to note existing spinal column point 31 becomes spinal column point 25 on new pay spine and confirm this applies to the post of Clerk/RFO. **Noted** a national pay award for 2019/20 has been agreed and **agreed** to recommend to Council that it be applied from 1/4/2019.

There being no further business on the agenda, the Chairman declared the meeting closed at 9.50am.

R. TOWSE, Chairman

Dated: 13th February 2019

FROM: Jools Marley, Clerk to the Parish Council & Responsible Financial Officer.

TO: All Councillors

DATE: 22nd January 2019

SUBJECT: Update on highway, footpath & other matters since 9/1/19

1. Items raised at previous council meetings:-

1. Hedge overhanging Hay Lane between Wordsworth Close and second entrance to Hay Brow Crescent (initial complaint received from Hackness Parish Council on 13/11/18. Hackness Parish Council has complained the hedge continues to pose a problem. 14/1/19 emailed Area 3 Highways once more with details and picture and asked what action was planned. 15/1/19 reply from Highways - they have asked SBC to carry out this work as part of the service level agreement.
2. Christmas lights Stony Lane corner. These had not yet been replaced. LITE had promised to carry out the work by the end of February.
3. Request for double yellow lines, Newlands Park Grove [Minute 10/19.1 refers]. Chairman has met with Highways who will paint H bars in an attempt to alleviate the problem.

2. New items

1. 15/1/19 (forwarded by Cllr. D Bastiman). Complaint by parishioner regarding blocking of their drive and inconsiderate parking on Hackness Gardens. Cllr. Towse has spoken with complainant and the problem has been referred to SBC Parking for enforcement. Cllr. Towse has written to North Yorkshire House and Hackness Road surgery asking if their staff/visitors would avoid parking across or opposite driveways.
2. 16/1/19 Complaint by parishioner regarding inconsiderate parking on Gatesgarth Close, may be parents or persons connected with the primary school round the corner. Cllr. Towse has spoken with complainant and the problem has been referred to SBC Parking for enforcement.
3. 10/1/19 Drains under Barmoor Lane which empty Foul Syke Pond into Foul Syke are blocked and water is running across road. Highways asked PC to sort problem as pipes are our responsibility. 17/1/19 Nick Owen asked to jet through (last done August 2014).
4. 19/1/19 Grass verge opposite Newby Service Station churned up and pulled onto pavement by petrol tanker reversing in to do a delivery. Staff made aware but they were unable to take action so referred to Highways 20/1/19.



Jools Marley (CiLCA)
Clerk to the Parish Council

FROM: Jools Marley, Clerk to the Parish Council & Responsible Financial Officer.
TO: All Councillors
DATE: 17th January 2019
SUBJECT: Review & Staffing Committee Meeting of 17th January 2019

The Review and Staffing Committee met on 17th January 2019 and in accordance with its Terms of Reference carried out annual reviews of risk assessments, policies and pay/staffing matters.

The Committee wishes to make the following recommendations to Council

1. Risk assessment - the amended risk assessment be approved.
2. Council Policies - no changes required at the moment.
3. Standing Orders and Financial Regulations - currently under review in order to accommodate changes to legislation and Council's banking. A report with recommendations will be submitted to Council once the review has been completed.
4. New pay spine from 1/4/2019 - Council is asked to note that existing spinal column point 31 becomes spinal column point 25 on the new pay spine & confirm this applies to the post of Clerk/RFO.
5. National pay award 2019/20 - the new pay scales be applied from 1/4/2019.



Jools Marley (CiLCA)
Clerk to the Parish Council

INTERNAL AUDIT REPORT**2018/19 FINANCIAL YEAR****October to December CASH BOOK & BANK STATEMENT FOR SCHEDULES 7-9****AND October to December ACCOUNTS, SCHEDULES 7-9****AUDIT CARRIED OUT ON 14th January 2019****1 PETTY CASH** (Schedule 11 physical count as on day of audit).

- ☒ Petty Cash was accurately recorded.
- ☐ Petty Cash was inaccurate. See section 7 overleaf.

2 CASH BOOK & BANK STATEMENTS

- ☒ I am satisfied that the records are complete and accurate.
- ☐ I am not satisfied that the records are complete and accurate. See section 7 overleaf.
- ☒ The records are balanced and reconciled.
- ☐ The records are not balanced and reconciled. See section 6 overleaf.

3 INCOME RECORD ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

4 EXPENDITURE ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

5 VAT RECORD ON PC AND I & E FILES

- ☒ The record is accurate and refund claims have been made on a timely basis.
- ☐ The record is not accurate and/or refund claims have not been made on a timely basis. See section 7 overleaf.

6 PAYE RECORDS

- ☒ The Inland Revenue electronic record has been completed correctly and the figures accord with the schedule of payments and the payslip booklet.
- ☐ The Inland Revenue electronic record has not been completed correctly and the figures do not accord with the schedule of payments and the payslip booklet. See Comments Section 7.

7 COMMENTS/EXPLANATIONS:

Signed R.A.C.
Internal Auditor

Date: 14/1/2019