

**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**30thNovember 2023**

Ripponden Parish Council - Full Council Meeting

The 1,244th Meeting of Ripponden Parish Council held on Thursday 30th November 2023.

Location: Ryburn Utd Football Club, Ripponden.

Start time: 19:15

Present: Cllr C Johnson (chairing the meeting as Vice Chair), Cllr P Hunt, Cllr G Potts, Cllr J Crossley, Cllr A Greenwood.

Absent: Cllr R Nicolls, Cllr G Carter, Cllr A Naylor, Cllr K Naylor, Cllr L Webster, Cllr P Nothard.

Lateness: Cllr R. Thornber (arrived 19:26h)

MINUTES

1. Reminder by the Chairman of the expectations for audio or visual recording of the meeting.

The Chairman noted that recording of the meeting had begun.

1. To note apologies for absence and lateness.

These were noted from Cllr R Nicolls, Cllr G Carter, Cllr A Naylor, Cllr K Naylor.

1. Public Participation.

None in attendance.

1. Opportunity for members of public to present issues of concern.

N/A

1. To accept the minutes of the 1,243rd meeting held on Thursday 16th November 2023.

**18937 RESOLVED** that the minutes be accepted as a record of the meeting held on 16th November 2023. Proposed by Cllr G Potts, seconded by Cllr J Crossley.

1. To receive Parish Councillors’ declarations of interest.

None declared.

1. To receive information on any on–going items identified in these and previous Minutes and decide further action where necessary.

None identified.

1. To receive reports from the Acting Clerk, Chairman, Committees, Councillors and Outside Bodies by Council Representatives.

Cllr A Greenwood spoke about the letter from The Pensions Regulator and the queries that had arisen.

**18938 RESOLVED** to authorise Cllr A Greenwood to contact NEST and inquire about the status of the Council’s Employers Pension Account.

**18939 RESOLVED** to exclude press and public.

**18940 RESOLVED** to bring back press and public.

Cllr A Greenwood also spoke about the Rotary wreaths and that Standards Committee would bring revised Standing Orders and Financial Regulations to Full Council on the 14 December 2023.

Cllr J Crossley updated the Council on the SCG meeting she attended. J Leary has assessed the Ripponden War Memorial Site for litter. There are parking issues outside St Johns School, Rishworth, and at the traffic lights on Rochdale Road. Cllr J Crossley also inquired as to the status of the handyman.

Cllr P Hunt reported that a broken culvert on Oldham Road had been fixed.

Cllr C Johnson reported he had obtained site photographs as requested and would send them to Cllr R Thornber.

Cllr A Greenwood raised a concern about the wall in front of Rishworth War Memorial. She is to supply images to Cllr R Thornber.

1. To receive reports from Calderdale Councillors who represent Ryburn Ward.

Cllr R Thornber gave a report to Council. Blocked gullies on Hey Lane have been reported, and he is discussing the possibility of a ramp by Barkisland Post Office to calm traffic with the CMBC Highways Department.

1. To agree Accounts for payment and note payments made.
* Ryburn United for £210.
* Ryburn Commercial Services for £261

To note:

* Bank services charges for £7
* Vodafone for £14.

**18941 RESOLVED** toauthorise the payments due and note those made. Proposed by Cllr G Potts, seconded by Cllr R Thornber.

1. To receive Correspondence.

Cllr C Johnson will draft a response to the correspondence from the Two O’Clock Club. The Council discussed the correspondence from Barkisland Cricket Club and noted Resolution **18928**.

1. To consider any updates regarding premises for use as a storage facility and office for the Parish Council including any update on the current storage facility.

Item held over.

1. To discuss and authorise the allocation of reserves 24/25.

**18942 RESOLVED** to authorise theallocation of reserves. Proposed by Cllr R Thornber, seconded by Cllr P Hunt.

1. To discuss the revenue budget and precept request for 24/25.

A discussion took place about the revenue budget and the precept request.

1. To accept the Minutes of the Standards Committee Meeting of 23rd November 2023 (Standards Committee members only).

**18943 RESOLVED** toaccept the minutes ofthe Standards Committee Meeting of 23rd November 2023 as a true and accurate record. Proposed by Cllr A Greenwood, seconded by Cllr P Hunt.

1. To accept the Minutes of the Standards Committee meetings of 3rd /17th /30th August, 12th October and 23rd November into the official record.

**18944 RESOLVED** to accept the Minutes of the Standards Committee Meetings of 3rd /17th /30th August, 12th October and 23rd November into the official record. Proposed by Cllr P Hunt, seconded by Cllr A Greenwood.

1. To authorise Cllr Greenwood to do four Parkinson partnership/ YLCA finance webinars for a total cost of £120 (£30.00 each).

**18945 RESOLVED** to authorise Cllr A Greenwood to do the four Parkinson partnership/ YLCA finance webinars for a total cost of £120. Proposed by Cllr R Thornber, seconded by Cllr J Crossley,

1. To receive update on the Ripponden War Memorial railings and any additional funding.

Item held over.

1. To receive an update on the forming of a Business and Tourism Committee.

Item held over.

1. To discuss grant application from Ripponden Brownies.

**18946 RESOLVED** to award the full amount requested, a sum of £159.96, to 1st Ripponden Brownie Pack for the purchase of tools. Proposed by Cllr A Greenwood, seconded by Cllr R Thornber.

1. To discuss correspondence received regarding blocked bridleways in the parish.

An update on the situation was provided.

1. To discuss and authorise Calderdale MBC to undertake a Health and Safety Examination of Gravestones in the Ebenezer Graveyard.

**18947 RESOLVED** to request and authorise Calderdale MBC to undertake a Health and Safety Examination of Gravestones in the Ebenezer Graveyard. Proposed by Cllr A Greenwood, seconded by Cllr R Thornber.

1. To discuss Planning Applications.

[**Conversion of farm building to form new dwelling**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RZW89JDWIS100&prevPage=inTray)

Planning Application

Land East Of Far Royd Farm Withens End Lane Rishworth Sowerby Bridge Calderdale

Ref. No: 23/00889/FUL | Received: Thu 24 Aug 2023 | Validated: Wed 08 Nov 2023 | Status: Pending Consideration

**18948 RESOLVED** no objection.

[**Replacement windows and doors, summer house in the garden (Listed Building Consent)**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S0NZPPDWK1C00&prevPage=inTray)

Planning Application

1 Baitings View Rochdale Road Ripponden Sowerby Bridge Calderdale HX6 4LL

Ref. No: 23/00942/LBC | Received: Fri 08 Sep 2023 | Validated: Tue 07 Nov 2023 | Status: Pending Consideration

**18949 RESOLVED** no objection.

[**Demolition of the existing Ladstone House Stables (Use Class E) and the construction of 4 new high specification, sustainable homes (Use Class C3) and associated access and landscape works**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S1W5TPDWLHC00&prevPage=inTray)

Planning Application

Ladstone House Butterworth End Lane Norland Sowerby Bridge Calderdale HX6 3SD

Ref. No: 23/01012/FUL | Received: Mon 02 Oct 2023 | Validated: Mon 13 Nov 2023 | Status: Pending Consideration

No comment as not in parish area.

[**proposed double garage and store/sun room**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RYB7DHDWGMO00&prevPage=inTray)

Planning Application

Bold Hall Farm Greetland Road Barkisland Sowerby Bridge Calderdale

Ref. No: 23/00772/HSE | Received: Mon 24 Jul 2023 | Validated: Tue 14 Nov 2023 | Status: Pending Consideration

**18950 RESOLVED** no objection, subject to Planning Officer’s approval.

[**Removal of the existing storage unit, and construction of a four bed family home.**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S1LBUIDWL5W00&prevPage=inTray)

Planning Application

Land At New Highlee Farm Highlee Lane Ripponden Sowerby Bridge Calderdale

Ref. No: 23/00997/FUL | Received: Tue 26 Sep 2023 | Validated: Tue 26 Sep 2023 | Status: Pending Consideration

**18951 RESOLVED** no objection, subject to Planning Officer’s approval.

[**Construction of pair of semi-detached dwellings**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S3RIX3DWFVP00&prevPage=inTray)

Planning Application

Land Rear Of Stonelea Barkisland Sowerby Bridge Calderdale

Ref. No: 23/01132/FUL | Received: Tue 07 Nov 2023 | Validated: Tue 07 Nov 2023 | Status: Pending Consideration

**18952 RESOLVED** to object on the grounds of egress and ingress, and the presence of an active pylon.

[**Construction of a detached outbuilding comprised of a garage (Retrospective).**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S4476XDWG6B00&prevPage=inTray)

Planning Application

The Mistal Firth House Barn Scammonden Road Barkisland Sowerby Bridge Calderdale HX4 0EL

Ref. No: 23/01149/HSE | Received: Tue 14 Nov 2023 | Validated: Tue 14 Nov 2023 | Status: Pending Consideration

**18953 RESOLVED** no objection, subject to Planning Officer’s approval.

[**Variation of Conditions 3 and 6 - alternative window materials and surfacing works to track; removal of Condition 10 - condition not necessary, on planning application 22/00550/CON**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S3X15EDWG0300&prevPage=inTray)

Planning Application

Green Holes Farm Coal Gate Road Ripponden Sowerby Bridge Calderdale HX6 4NH

Ref. No: 23/01143/VAR | Received: Fri 10 Nov 2023 | Validated: Fri 10 Nov 2023 | Status: Pending Consideration

**18954 RESOLVED** no objection, subject to Planning Officer’s approval.

[**Prune three trees (Tree Preservation Order)**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S3WWVEDW0EY00&prevPage=inTray)

Planning Application

Soyland Town Road Ripponden Sowerby Bridge Calderdale HX6 4NB

Ref. No: 23/20191/TPO | Received: Fri 10 Nov 2023 | Validated: Fri 10 Nov 2023 | Status: Pending Consideration

**18955 RESOLVED** to refer the matter to the CMBC arboriculturalist.

1. To discuss the appointment of Parish Council Staff.

Item held over.

The meeting concluded at 21:05h.

|  |  |
| --- | --- |
| ***Potential reserves 23/24: version 2*** | ***145,000.00*** |
|  |  |
| Working capital reserve | 51,151.40 |
| General reserve  | 29,200.00 |
|  |  |
| **Total** (WCR+GR) | 80,351.40 |
|  |  |
| ***Capital reserve plan*** |  |
|  |  |
| Festive lights | 12,000.00 |
| Playground (swing) | 7,000.00 |
| Railings | 10,000.00 |
| CCTV | 10,000.00 |
| Building renovation and conversion costs | 12,000.00 |
| **Total** | 51,000.00 |
|  |  |
| ***Earmarked reserves plan*** |  |
|  |  |
| Bench renovation  | 500.00 |
| Building repair costs | 30,000.00 |
| Car parking provision | 3,000.00 |
| Elections/co-options (2 contests) | 7,000.00 |
| Employment (6 months full/6 months half + NI + IC at 22/23 SP18) | 14,000.00 |
| Noticeboard replacement | 640.00 |
| Playground repair | 2,000.00 |
| Replant memorials/renovate horticultural sites | 4,000.00 |
| Telephone box repair | 1,500.00 |
| Website update | 2,000.00 |
| What's left (falls into general reserve after 31st March) | 8.60 |
| **Total** | 64,648.60 |
|  |  |
| **Total reserves (WCR+GR+ERMs)** | **145,000.00** |
|  |  |

# Minutes of the Ripponden Parish Council Standards Committee Meeting

held at Ryburn United Football Club Ripponden on Thursday 3rd August 2023 at 7.15pm

The Acting Clerk welcomed Cllrs to the meeting.

**Councillors Present:**  Cllr Carter, Cllr Hunt, Cllr Greenwood, Cllr A Naylor, Cllr K Naylor

Absent: Cllr Webster

1. **To elect a Chairman for 2023/2024**

**STDS2023/24-01 Resolved** that Cllr Greenwood be elected as Chairman for 2023/2024.

Cllr Greenwood took the Chair.

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

None received.

1. **To approve the minutes of the meeting held on 21st March 2023**

**STDS2023/24-02 Resolved** that the minutes are unlawful as the meeting was held on licenses premises.

**4. To discuss Terms of Reference of the Standards Committee**

The meeting discussed the agenda item at length**.**

**Terms of Reference**

**1)** To review the Parish Council’s Standing Orders, Financial Regulations and Risk Assessment on an annual basis and give recommendations to Full Council.

**2)** To oversee the development and review of miscellaneous policies.

**3)** To review the recommendations of the annual Internal Auditors report and recommend the implementation to Full Council.

**4)** To review the Council’s annual Risk Assessment, amend as required and refer amendments to Full Council for implementation.

**5)** To review annually the General Power of Competence.

**STDS2023/24-03 Resolved** that NALC is contacted to confirm that the Terms of Reference of the Standard Committee are legal.

**5. To discuss matters arising from the previous meeting**

None, as the minutes were resolved to be unlawful.

**6. To discuss, amend and recommend any changes to Standing Orders to Full Council**

**Standing Order 3. ‘Meetings Generally’ (s)**

**STDS2023/24-04 Resolved** that ‘At the request of three Councillors a signed ballot may take place’ is deleted.

**Standing Order 4. ‘Committees’**

**STDS2023/24-05 Resolved** that ‘(**x**) no committee can appoint a sub-committee’ is added.

**Standing Order 5. ‘Ordinary council meetings’ (i)**

**STDS2023/24-06 Resolved** thatpara. 2,3,4,5, & 6 are deleted.

The meeting agreed that items Standing Order 5 ‘Ordinary council meetings’ (j) (ii) to (xxi) will be reviewed at a later date.

**Standing Order 6. Extraordinary meetings of the council** **and committees**

**STDS2023/24-07 Resolved** that NALC Model Standing Orders items (c) ‘The chairman of a committee may convene an extraordinary meeting of the committee at any time’ and (d) ‘If the chairman of a committee does not call an extraordinary meeting within ( ) days of having been requested to do so by ( ) members of the committee any ( ) members of the committee may convene an extraordinary meeting of the committee’ be added.

**Standing Order 8. Voting on appointments**

**STDS2023/24-08 Resolved** that (b) be removed.

**Standing Order 9. Motions for a meeting that require written notice to be given to the Proper Officer**

**STDS2023/24-09** **Resolved** that (f) be removed.

**STDS2023/24-10 Resolved** that (h) delete ‘in a book’

**Standing Order 11. Management of Information**

**STDS2023/24-11 Resolved** that a Data Management Policy is a future agenda item.

**Standing Order 12. Draft minutes**

**STDS2023/24-12 Resolved** that (e) be amended to read ‘All draft minutes should be released to the Full Council.

**STDS2023/24-13 Resolved** that (f) be amended to read ‘No draft minutes shall be published’.

**STDS2023/24-14 Resolved** that (g) be amended to read ‘Draft minutes, including committee minutes, should where possible be released to the full council with the agenda for the next full council meeting’.

**STDS2023/24-15 Resolved** that (h) be amended to read ‘be entered and accepted by Full Council’.

The meeting adjourned at the end of Standing Order 12. Draft Minutes (i) at 9.28pm.

The reconvened meeting to be held at Ryburn United Football Club Ripponden on Thursday 17th August at 7.15pm.

# Minutes of the Ripponden Parish Council Standards Committee Meeting

held at Ryburn United Football Club Ripponden on Thursday 17th August 2023 at 8.18pm

**Councillors Present:** Cllr Greenwood chaired the meeting.Cllr Carter, Cllr Hunt, Cllr A Naylor

Cllrs were mindful that the Standards Committee meeting had been called for 7.45pm. Due to the meeting’s late start, Cllrs agreed that the meeting should be closed at 9.30pm or on completion of amendments to Standing Orders (if earlier).

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

Cllr K Naylor, Cllr Webster

**2. To approve the minutes of the adjourned meeting held on 3rd August 2023**

**STD2023/24-16 Resolved** that the minutes be accepted as a record of the adjourned meeting held on 3rd August 2023.

**3. To discuss Matters Arising from the previous meeting**

None

4. To continue to discuss, amend and recommend any changes to Standing Orders to Full Council

**Standing Order 13.** **Code of conduct and dispensations**

**STD2023/24-17 Resolved** that (d) ‘Dispensation requests shall be in writing and submitted to the Proper Officer’ should be highlighted in bold.

**STD2023/24-18 Resolved** that (h) Para. (h) should be highlighted in bold.

**Standing Order 14. Code of conduct complaints**

**STD2023/24-19 Resolved** that (d) should be highlighted in bold.

**Standing Order 15. Proper Officer**

**STD2023/24-20 Resolved** that (b) i. should be highlighted in bold, ii. the final sentence should be removed, iii. should be highlighted in bold, iv. should be highlighted in bold, v. should be highlighted in bold.

**Standing Order 17. Accounts and Accounting Statements**

**STD2023/24-21 Resolved** that (f) should be removed.

**Standing order 18. Financial Controls and Procurement**

**STD2023/24-22 Resolved** that (c) should be in accordance with NALC Model Standing Orders.

**STD2023/24-23 Resolved** that (f) should be in accordance with NALC Model Standing Orders.

**STD2023/24-24 Resolved** that (g) should be deleted.

**STD2023/24-25 Resolved** that (h) should be deleted.

**Standing Order 19. Handling Staff Matters**

**STD2023/24-26 Resolved** that (b) amended to read ‘Subject to the Council’s policy regarding absences from work, the Council’s most senior member of staff shall notify the Chairman of the Council and that person shall report such absence to the Employment committee at its next meeting’.

**STD2023/24-27 Resolved** that (c) amended to read ‘The Chairman of the Council or Vice-Chairman in his absence shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Full Council’.

**STD2023/24-28 Resolved** that (d) ‘Grievance’ to be replaced with ‘Council’.

**Standing Order 20. Responsibilities to provide information**

**STD2023/24-29 Resolved** that (a) should be highlighted in bold.

**Standing Order 21. Responsibilities under Data Protection Legislation**

**STD2023/24-30 Resolved** that (b) (c) (d) (e) and (f) should be highlighted in bold.

**Standing Order 23. Execution and sealing of legal deeds**

**STD2023/24-32 Resolved** that (b) should be highlighted in bold. A second option ‘or two councillors may sign’ to be added.

**Standing Order 25. Councillor Induction and Training**

**STD2023/24-33 Resolved** that the test be amended to read (a) The Council is committed to training all Councillors with the assistance of YLCA/NALC. In addition, the Chairman will be offered chairmanship training.

**Standing Order 28. Estimates/precepts**

**STD2023/24-34 Resolved** to delete item 28.

**Standing order 29. Inspection of documents**

**STD2023/24-35 Resolved** to delete item 29.

The meeting agreed that there needed to be a separate Scheme of Delegation and this should be a future agenda item.

**Date of next meeting**

The meeting was adjourned at the end of agenda item 4.

The reconvened meeting to be held at Ryburn United Football Club Ripponden on Thursday 31st August 2023 at 7.15pm. The meeting closed at 9.30pm.

# Minutes of the Ripponden Parish Council Standards Committee Meeting

held at Ryburn United Football Club Ripponden on Wednesday 30th August 2023 at 7.15pm

**Councillors Present:** Cllr Greenwood chaired the meeting. Cllr Carter, Cllr Hunt, Cllr A Naylor, Cllr K Naylor.

Cllrs were mindful that the Standards Committee meeting had been reconvened for Thursday 31st August but because of the meeting room being unavailable it had had to be rescheduled for Wednesday 30th August 2023.

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

Cllr Webster.

**2. To approve the minutes of the adjourned meeting held on 17th August 2023**

**STD2023/24-36 RESOLVED** that the minutes be accepted as a record of the adjourned meeting held on 17th August 2023.

**3. To discuss Matters Arising from the previous meeting**

Cllr Carter discussed the issues regarding committee meeting quoracy, standing orders not being highlighted in bold and complying with NALC Model Standing Orders.

**STD2023/24-37 RESOLVED** that Cllr Carter should seek advice and standing orders will be revisited at a future meeting of the Standards Committee.

4. To discuss, amend and recommend any changes to Financial Regulations to Full Council

The meeting discussed the financial regulations using NALC model financial regulations for guidance. The Acting Clerk was asked to find out the cost of publication ‘Joint Panel on Accountability & Governance Practitioners’ Guide’.

**Financial Regulation 1. – General**

**STD2023/24-38 RESOLVED** that1.14 bullet point two be amended to read ‘approve all expenditure.’

**Financial Regulation 4. - Budgetary control and authority to spend**

**STD2023/24-39 RESOLVED** todelete the first two bullet points for item 4.1.

**STD2023/24-40 RESOLVED** toamend bullet point three to read ‘the Clerk, in conjunction with the Chairman of the Council for any item below £500’.

**STD2023/24-41 RESOLVED** for item4.2 to delete ‘or duly delegated committee’.

**STD2023/24-42 RESOLVED** to amenditem 4.4to read ‘annually in October’ and ‘schedule signed by the Clerk and the Chairman of the Council.’

**Financial Regulation 5. – Banking arrangements and authorisation of payments**

**STD2023/24-43 RESOLVED** for 5.1 to delete ‘The council shall seek credit references in respect of employees who have direct access to funds on employment.’

**STD2023/24-44 RESOLVED** for item 5.3 to delete and replace with NALC Model 5.2.

**STD2023/24-45 RESOLVED** for item 5.4 to add NALC Model financial regulation.

**STD2023/24-46 RESOLVED** to delete 5.5, 5.7, 5.8, 5.9, 5.10 and 5.11.

**Financial Regulation 6. – Instructions for the making of payments**

**STD2023/24-47 RESOLVED** for item 6.2 to delete ‘a duly delegated committee.’

**STD2023/24-48 RESOLVED** for item6.3 to delete final sentence.

**STD2023/24-49 RESOLVED** for item 6.4 to amend to read ‘cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by the Chairman of the Council and countersigned by the Clerk in accordance with a resolution instructing that payment. In the event of the Chairman not being available for a meeting, the acting Chairman will sign.

It was agreed that the meeting should be adjourned after Financial Regulation 6.5.

**10. Date of next meeting**

The reconvened meeting to be held at Ryburn United Football Club Ripponden on Thursday 12th October 2023 at 7.15pm.

The meeting closed at 9.19pm.

# Minutes of the Ripponden Parish Council Standards Committee Meeting

### held at Ryburn United Football Club Ripponden on Wednesday 12th October 2023 at 7.15pm

**Councillors Present:** Cllr Greenwood chaired the meeting. Cllr Carter, Cllr Hunt, Cllr A Naylor, Cllr K Naylor.

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

Cllr Webster.

**2. To approve the minutes of the adjourned meeting held on 30th August 2023**

**STD2023/24-50 RESOLVED** that the minutes be accepted as a record of the adjourned meeting held on 30th August 2023.

**3. To discuss Matters Arising from the previous meeting**

Councillors discussed amendments to the Terms of Reference for the Standards Committee.

 **STD2023/24-51 RESOLVED** to send amended Terms of Reference to Full Council for acceptance into the official record. Proposed by Cllr A Naylor, seconded By Cllr G Carter.

Councillors discussed amendments to Standing Order 4.

 **STD2023/24-52 RESOLVED** to amend Standing Order 4d.vii to read “shall be no less than two.” Proposed by Cllr G Carter, seconded by Cllr A Naylor.

Councillors discussed amendments to Standing Order 3

**STD2023/24-53 RESOLVED** to amend Standing Order 3.5 to read “and in no case shall the quoram of a full council meeting be less than four.” Proposed by Cllr K Naylor, seconded by Cllr G Carter.

4. To discuss, amend and recommend any changes to Financial Regulations to Full Council

**Financial Regulation 6. Instructions for the Making of Payments**

**STD2023/24-53 RESOLVED** for item 6.6 to delete “or a committee meeting” and the “any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.” Proposed by Cllr P Hunt, seconded by Cllr K Naylor.

**STD2023/24-54 RESOLVED** to amend item 6.9 to read “every year.” Proposed by Cllr P Hunt, seconded by Cllr K Naylor.

**Financial Regulation 7. Payment of Salaries**

**STD2023/24-55 RESOLVED** to delete “The Inland Revenue have pursued this in the past and essentially take the view that any money received through the mechanism of chairman’s allowance which cannot be shown to be wholly used in relation to the expenses of the office of chairman will be treated as taxable income and the individual concerned will be liable for income tax on that amount” and “and submitted to the council as evidence of use at eh end of the electoral year. Any money not spent should be returned to the council.” Proposed by Cllr P Hunt, seconded by Cllr K Naylor.

**Financial Regulation 8. Loans and Investments**

**STD2023/24-56 RESOLVED** to delete item 8.3. Proposed by Cllr A Naylor, seconded by Cllr G Carter.

**Financial Regulation 9. Income**

**STD2023/24-56 RESOLVED** to delete item 9.10. Proposed by Cllr G Carter, seconded by Cllr P Hunt.

**Financial Regulation 11. Contracts**

**STD2023/24-57 RESOLVED** that item 11.1 d should be in bold and to delete “or duly delegated committee” from item 11.1 J. Proposed by Cllr G Carter, seconded by Cllr P Hunt.

**Financial Regulation 15.**

**STD2023/24-58 RESOLVED** todelete Financial Regulation 15. Charities.

It became apparent through the review of the financial regulations that the Parish Council has been operating for some time without an investment policy or a reserves policy.

**STD2023/24-59 RESOLVED** to agree a reserves policy and an investment policy as soon as possible. Proposed by Cllr G Carter, seconded by Cllr P Hunt.

It was agreed that the meeting be adjourned at 8:57pm.

**Date of next meeting**

The reconvened meeting to be held at Ryburn United Football Club Ripponden on 9th November 2023 at 7.15pm.

The meeting closed at 8.57pm.

# Minutes of the Ripponden Parish Council Standards Committee Meeting

held at Ryburn United Football Club Ripponden on Wednesday 23rd November 2023 at 7.15pm

**Councillors Present:** Cllr Greenwood chaired the meeting. Cllr Carter, Cllr Hunt, Cllr A Naylor, Cllr K Naylor.

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

Cllr Webster.

**2. To approve the minutes of the adjourned meeting held on 12th October 2023**

**STD2023/24-60 RESOLVED** that the minutes be accepted as a record of the adjourned meeting held on 12th October 2023. Proposed by Cllr G Carter, seconded by Cllr P Hunt.

**3. To discuss Matters Arising from the previous meeting**

 **a. To discuss the introduction of a standing order item about the consumption of food at meetings.**

To change to: “The consumption of food shall be prohibited while meetings are in progress, unless there is a specific medical need” as Standing Order 3. XI.

 **b. To discuss the amendment to Standing Order 3v.**

That the wording was appropriate.

 **c. To discuss the insertion of NALC Model Standing Order items 6c. and 6d.**

That 6c shall read: “The Chairman of a committee may convene an extraordinary meeting of the committee at any time.”

That 6d. shall read: “If the Chairman of a committee does not call an extraordinary meeting within three days of having been requested to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of the committee.

**d. Any other matters arising.**

 None discussed.

**STD2023/24-61 RESOLVED** to make all the above changes. Proposed by Cllr G Carter, seconded by Cllr K Naylor.

**4. To approve sending the revised and amended Standing Orders and Financial Regulations to Full Council for acceptance and authorisation.**

**STD2023/24-62 RESOLVED** to send revised Standing Orders and Financial Regulations to Full Council for the 14th December 2023 meeting. Proposed by Cllr G Carter, seconded by Cllr A Naylor.

**5. To discuss, amend and recommend any changes to the Risk Assessment to Full Council**

**STD2023/24-63 RESOLVED** to seek advice from an external source. Proposed by Cllr A Naylor, seconded by Cllr K Naylor.

**6. To review the asset register.**

**STD2023/24-64 RESOLVED** to update the register as far as possible and undertake a full inventory in the new year. Proposed by Cllr A Naylor, seconded by Cllr K Naylor.

**7. To discuss, amend and recommend any changes to the Four-Year Plan to Full Council.**

**STD2023/24-65 RESOLVED** that the item be held in abeyance, pending the development of the library project. Proposed by Cllr A Naylor, seconded by Cllr G Carter.

**8. To review the Publication Scheme**

**STD2023/24-66 RESOLVED** to make the following amendments:

* To change “any reasonable format” to “a reasonable format” and remove “appropriate to a person’s physical, social or educational circumstances or first language.”
* To change “finalised budget” to “finalised summary budget"

Proposed by Cllr K Naylor, seconded by Cllr G Carter.

**9. To discuss a scheme of delegation.**

**STD2023/24-67 RESOLVED** to retain the scheme for both the Proper Officer and RFO and remove all else. Proposed by Cllr A Naylor, seconded by Cllr G Carter.

**10. To review the YLCA checklist of policies.**

The committee recognised the need to review RPC openness and accountability Statutory Requirement policies as a priority in the new year and create a reserves policy and an investment policy prior to end of March 2024.

**11. Date of next meeting**

The next meeting to be held at Ryburn United Football Club Ripponden in March: date to be confirmed.

The meeting closed at 9.05pm.