

## Agenda for Regular Meeting Dunnockshaw Parish Council Monday 11<sup>th</sup> September 2023 at Burnley Town Hall

- 1.01 Welcome and Introductions
- 1.02 Apologies for absence
- 1.03 Disclosure of members Interests (for information only)
- 1.04 Conflict of Interests declarations (to be notified to the chair 3 days in advance of meeting)
- 1.05 Questions from the public (in writing in advance)
- 1.06 Police update
- 1.07 Confirm accuracy of minutes of the last meetings.
  - a) Re-Scheduled Annual Meeting 17<sup>th</sup> July 2023
  - b) Regular Meeting 17<sup>th</sup> July 2023
  - c) Closed Meeting 14<sup>th</sup> August 2023
- 1.08 Matters arising from minutes of the last meetings not on this agenda
- 1.09 Items for decision, discussion or information:
  - a) Proposal: To accept or modify the draft Employment Policy
  - b) Update: Employment of new clerk
    - i. Job advertisement sent to LALC
    - ii. Newsletter advertisement and local engagement
    - iii. Employment Panel – Two or three Councillors needed
  - c) Proposal: To accept or modify the draft risk register entry associated with the purchase of a new computer.
  - d) Update: Engagement of Internal Auditor
  - e) Update: Gambleside trail signs and repairs to the walls
  - f) Update: Litter bins
  - g) Proposal : To accept or modify the draft Press and Media policy – deferred until November.
  - h) Review of asset register – deferred until November
  - i) Review the arrangements (including legal arrangements) with local authorities, none for profit bodies and businesses. Clerk to confirm – deferred until November
- 1.10 Correspondence received
- 1.11 Purchases and expenditure and bank balance since last meeting.
- 1.12 Initial discussion regarding Budget Priorities for 2024/25 and estimated expenditure
  - a) Clerk's salary
  - b) Training
  - c) Website
  - d) Repair and renewals
  - e) New assets
- 1.13 Discussion: Communication with parishioners
- 1.14 Website & Noticeboard update
- 1.15 Identification of New risks arising from this meeting
  - a) Risk associated with accessibility of website
- 1.16 Items for Information
  - Updated Risk Log
- 1.17 Date of the next meeting