

Minutes of the Re- scheduled Annual meeting held at the Town Hall on Monday 17th July at 8pm

Present- Mrs. H. Hughes (chair), Mr. C. McEvoy, Mrs. J. Latham, The clerk.
No members of the public were present.

- 2.01 No introductions and welcome were necessary.
- 2.02 Apologies for absence- Ms. A. Heyworth, Mr. R. Riley, Mrs. B. Cronshaw, Mr. P. Dugdale , PCSO Clarke, County Cllr. A. Hosker.
- 2.03 The Council members disclosed their personal interests.
- 2.04 Conflict of interests - None.
- 2.05 Standing Orders and Financial Regulations: The Council agreed the current standing orders and financial regulations of the Parish Council were up to date.
- 2.06 Code of Conduct: Proposed by Mrs. J. Latham and seconded by Mr. C. McEvoy that the Council adopt the proposed Code of Conduct. Agreed by the Council.
- 2.07 Review the arrangements (including legal arrangements) with other local authorities, not for profit bodies and businesses: It was thought that none existed and it was proposed by Mr C McEvoy and seconded by Mrs J Latham that the Clerk confirm this. Agreed by the Council. **ACTION Clerk to confirm by November meeting.**
- 2.08 Review the parish's representation on or work with external bodies and reporting back: Proposed by Mrs. J. Latham and seconded by Mr C McEvoy to review the parish's representation on LALC and the contract with UU and the arrangements for reporting back. This review to take place in January 2024. **ACTION Clerk to put on agenda for January and provide relevant updates**
- 2.09 General Power of Competence: The council decided that it was still not ready to meet the requirements of The General Power of Competence (GPC) at this time and would review after the next elections in the light of progress made. Proposed by Mrs. H. Hughes and seconded by Mr. C. McEvoy. Agreed by the Council.
- 2.10 Review of inventory of land and other assets including buildings and office equipment (Asset Register: Mr. C McEvoy proposed and Mrs J. Latham seconded a motion that the clerk should provide a dated and current Asset list for the September meeting. Agreed by Council. **ACTION Clerk to update asset list**
- 2.11 Insurance Policy. Proposed by Mrs. H. Hughes and seconded by Mr. C. McEvoy that the details of the insurance policy shown in the distributed schedule appeared correct and adequate. Agreed by the Council.
- 2.12 Review of the Risk Register: Proposed by Mr.C. McEvoy and seconded by Mrs J. Latham that this be put on the Agenda for the September meeting. Agreed by the Council. **ACTION Clerk to add Risk Register to the September agenda.**
- 2.13 Review of the Council's and/or staff subscriptions to other bodies. Proposed by Mr.C. McEvoy and seconded by Mrs J. Latham that the Council to continue to subscribe to LALC. No other subscriptions were proposed. Agreed by Council. **ACTION Clerk to renew LALC subscription at the appropriate time**
- 2.14 Complaints procedure. Proposed by Mr. C. McEvoy and seconded by Mrs J. Latham that the Council agreed to adopt the existing procedure. Agreed by Council.
- 2.15 The Council's policies, procedures and practices regarding the freedom of information act and data protection legislation (see also standing orders 11,20,21) were reviewed, confirmed and adopted. Proposed by Mr. C. McEvoy and seconded by Mrs. J. Latham and agreed by Council.
- 2.16 Review of the Council's policy for dealing with the press/media: The Council agreed to adopt a different example. Agreed this be put on the agenda for the September meeting. **ACTION Clerk to source a different policy for adoption at September meeting.**

- 2.17** Review of the Council's employment policies and procedures: The Council agreed to review this, after the closed extraordinary meeting, to be held in August. **ACTION Clerk to put on the September agenda.**
- 2.18** Internal Auditor: It was Proposed by Mr. C. McEvoy and seconded by Mrs. J. Latham that Mrs. L. Cole be reappointed as the Council's Internal Auditor. Agreed by Council. **ACTION Clerk to confirm appointment**
- 2.19** Date of the next meeting: A closed extraordinary meeting was to be held in mid-August, before the 21st August. The next ordinary meeting was to be held in September. Date dependent on the availability of the Town Hall. It would be possible to have a hybrid meeting and attend via zoom. **ACTION The clerk to contact the Town Hall to check availability.**