

Harby Annual Parish Council Meeting

Thursday 31st May 2018 at Harby Village Hall



Start: 19:00	Finish: 19:30	Reference:136/18
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Councillors Present: J Howard, C Nolan (Chair), D Quibell, J Rose and R Thursby.
Clerk: Caron Ballantyne
Members of the public present: 0 members of the public present

Item	Title and Decision	Action by
136/18/1	To elect the Chair of the Council and to receive the Declaration of Acceptance of Office Cllr Nolan was proposed, seconded and duly elected as chairman and signed the declaration of acceptance	
136/18/2	To elect the Vice Chair of the Council Cllr Howard was proposed, seconded and duly elected	
136/18/3	Apologies for absence Apologies received from Cllrs Medley, accepted Apologies received from District Councillor Clarke, noted	
136/18/4	To receive any declarations of interest (<i>in accordance with Localism Act 2011</i>) None	
136/18/5	Review and Adopt the following Policies and Procedures a) Standing Orders, resolved to accept all changes proposed b) Financial Regulations, resolved to accept all changes proposed c) Complaints Procedure, resolved to accept all changes proposed d) Freedom of Information Model Publication Scheme and list of charges, resolved to accept all changes proposed e) Disciplinary and Grievance Procedure, resolved no changes required f) Training and Development Policy, resolved no changes required All documents to be published to the website	Clerk
136/18/6	Consider the Data Protection Regulations and adopt documentation required to evidence commitment to compliance a) Consider and adopt Data Audit Schedule b) Consider and adopt Data Protection Policy c) Consider and adopt Privacy Notice d) Consider and adopt Subject Access Request Procedure e) Consider and adopt Data Breach Policy f) Consider and adopt Security Compliance Checklist Councillors to complete g) Consider and adopt Records Retention Policy All documents to be published to the website	Clerk

136/18/7	<p>To consider if criteria to declare the General Power of Competence are met and to declare the General Power of Competence if met</p> <p>Criteria to be considered:</p> <ul style="list-style-type: none"> ➤ No less than two thirds of councillors must have been elected, i.e. not co-opted or casual vacancy – Resolved criteria met ➤ The Clerk to be CiLCA qualified after 2012 – Resolved Criteria met <p>Harby Parish Council therefore declare the General Power of Competence</p>	
136/18/8	<p>Review existing bank signatories and recommend changes as required</p> <p>Resolved no changes required</p>	
136/18/9	<p>Review and adopt the Risk Management Policy</p> <p>Resolved to accept all changes proposed</p>	Clerk
136/18/10	<p>Review Previous and Consider Action Plan for the next year</p> <p>Resolved to accept all changes proposed</p> <p>Document to be published to the website</p>	Clerk
136/18/11	<p>Appoint Internal Auditor for the year 2018/19</p> <p>Resolved unanimously to appoint Belina Boyer again.</p> <p>Note of thanks to be sent for 2017/18 audit and appointment for 2018/19</p>	Clerk
136/18/12	<p>Appoint Members to serve on the Staffing Panel</p> <p>Resolved no changes</p>	
136/18/13	<p>Review the Asset Register and the Parish Council Insurance Policy</p> <p>Resolved unanimously to amend the value on the asset register for the lawn mower down to £300</p> <p>Resolved unanimously to accept the insurance quotation from Came and Company and enter into a 3 year long term agreement</p>	Clerk Clerk
136/18/14	<p>Review of the Councils subscriptions to other bodies:</p> <ul style="list-style-type: none"> • NALC – National and Nottinghamshire Association of Local Councils • SLCC – Society of Local Council Clerks • ICO – Information Commissioners Office (Mandatory) • 1&1 – Email Hosting and Website Domain Name registration <p>Resolved unanimously to continue with all existing subscriptions</p>	
136/18/15	<p>Review Standing Orders and Direct Debits</p> <p>Resolved unanimously that existing Direct debits would be retained</p> <p>Resolved unanimously to set up standing orders for salary and HMRC monthly payments</p>	Clerk
136/18/16	<p>Determine future meeting dates</p> <p>Resolved unanimously that the proposed dates were accepted</p> <p>Dates to be added to the website</p>	Clerk