

Selattyn and Gobowen Parish Council

Finance and Executive Committee Meeting

Gobowen Pavilion St Martins Road

Wednesday 29 June 2022 at 6:00pm

B. Laraway

Bridget Laraway, Parish Clerk

24.06.22

AGENDA

FE / 305 *To receive and approve apologies and reasons for absence*

FE / 306 *Disclosable Pecuniary Interests*

- a. Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
- b. To consider any applications for dispensation

FE / 307 *Public Participation session*

A period of 15 minutes will be set aside for the public to speak on items on the agenda.

FE / 308 *To confirm the minutes of the 23 March 2022 meeting*

FE / 309 *To consider the Clerk's progress report*

FE / 310 *Internal Control*

- a. **To receive and consider** a verbal report from Cllr Clare on the Internal Control checks carried out in January 2022. (c/fwd from March 2022)
- b. **To consider** and approve the revised Internal Control policy and checklist

FE / 311 *Green Policy - for consideration and discussion*

- a. Updated Green policy
- b. Draft Climate Emergency action plan

FE / 312 *Policies – to review policies and consider any changes*

- a. Councillor Clerk Protocol (no changes proposed)
- b. Press / Media Policy (no changes proposed)
- c. Social Media Management policy (no changes proposed)
- d. Document retention and disposal policy (no changes proposed)
- e. Freedom of Information policy and charges (minor changes proposed)
- f. Lone working guidance (minor changes proposed)
- g. Co-option policy (no changes proposed)

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FE / 313 *Data protection policies – to review and approve the minor changes*

- a. Generic Privacy Policy
- b. Correspondence Privacy Policy
- c. Allotments Privacy Policy
- d. Cemetery Privacy Policy
- e. Grants Privacy Policy
- f. Pavilion Hire Privacy Policy
- g. Recruitment Privacy Policy
- h. Privacy Notice for Staff and Councillors
- i. Privacy Notice for Emails

FE / 314 *Training & Development Policy – to consider revised policy*

FE / 315 *Document disposal - to agree the secure disposal of the following paper-only documents.*

- a. Correspondence regarding Parish Council funding of Gobowen library 1997-2003
- b. Invoices and bank statements for 2005/6 financial year
- c. Bank reconciliation records for 2005/6 financial year
- d. Bank statements for 2010/11 financial year
- e. Correspondence and reports regarding housing development planning applications 2011-2012.

FE / 316 *Pavilion Valuation – to consider the quote for a desktop valuation for insurance purposes*

FE / 317 *Future Agenda Items*

FE / 318 *Future meetings*

To note the date of the next meeting: Wednesday 21 September 2022 6pm.

FE / 319 *Closed session*

To resolve: That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of confidential information

FE / 320 *Operation London Bridge - to consider briefing document and agree basis for developing parish protocol.*