

Selattyn and Gobowen Parish Council

Minutes of the Finance and Executive Committee meeting held on 29.6.22 at The Pavilion, Gobowen commencing at 18:00

In the Chair: Cllr Emery
Present: Cllr Broom, Cllr Crow, Cllr Dyke, Cllr Westwood Bate
In attendance: B Laraway - Parish Clerk and RFO
Apologies: Cllr Ellis
Absent: Cllr Macey, Cllr Morgan

AGENDA

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

RESOLVED: Apologies and reasons for absence from Cllr Ellis were received and approved.

RESOLVED: To appoint Cllr Emery as the chairman for the meeting.

FE / 306 *Disclosable Pecuniary Interests*

- a. No disclosable pecuniary interests were declared
- b. There were no applications for dispensation

FE / 307 *Public Participation session*

There were no members of the public present.

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

RESOLVED: The minutes of the meeting held on 23 March 2022 were confirmed as a true record of the meeting.

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

RESOLVED: To note the Clerk's progress report ([Appendix A](#)) and verbal update.

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)

Agenda item carried forward as Cllr Clare had been unable to attend.

- b. **To consider** and approve the revised Internal Control policy and checklist

RESOLVED: To approve the revised Internal Control policy and checklist with the following change: *The nominated person to carry out the Internal Control checks cannot be the Chair of the Finance & Executive Committee.*

RESOLVED: To appoint Cllr Westwood Bate as a reserve for carrying out Internal Control Checks.

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

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

Items FE/311a and FE/311b were considered en bloc.

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RESOLVED: To create a simpler policy that can be adopted now, focussing on the things that the Council already does and the things that are already in development or can be easily developed. To be re-considered at the next meeting.

RESOLVED: Detailed action plan requires further development with resources identified and re-consideration at a future meeting.

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

a. Councillor Clerk Protocol (no changes proposed)

RESOLVED: To re-adopt the policy with no changes.

b. Press / Media Policy (no changes proposed)

RESOLVED: To re-adopt the policy with no changes.

c. Social Media Management policy (no changes proposed)

RESOLVED: To re-adopt the policy with no changes.

d. Document retention and disposal policy (no changes proposed)

RESOLVED: To re-adopt the policy with no changes.

e. Freedom of Information policy and charges (minor changes proposed)

RESOLVED: To adopt the policy with the proposed minor changes.

f. Lone working guidance (minor changes proposed)

RESOLVED: To investigate the cost of an app to support lone working. Re-consider at next meeting.

g. Co-option policy (no changes proposed)

RESOLVED: To re-adopt the policy with no changes

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

Items FE/313a - FE/313i were considered en bloc

RESOLVED: To adopt the policies with the proposed minor changes.

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

RESOLVED: To adopt the revised policy.

RESOLVED: To consider an annual report on training attendance & feedback at Full Council as part of the budget setting process.

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

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- 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.

Items FE/315a - FE/315e were considered en bloc

RESOLVED: To agree the secure disposal of the paper-only documents.

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

RESOLVED: To agree the quote of £130+vat for a desktop valuation.

FE / 317 Future Agenda Items

There were no future agenda items agreed.

FE / 318 Future meetings

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

FE / 319 Closed session

RESOLVED: 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.

RESOLVED: Basis for developing parish protocol was agreed. Parish Clerk to discuss with local churches and draft full document for consideration at a future meeting..

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Appendix A – Clerk's progress report

1. Staff Pensions

The Clerk has received correspondence from The Pensions Regulator advising of the Parish Council's compliance duties in relation to auto-enrolment of staff every three years. The Clerk will complete the required re-declaration form. No changes to the current pension arrangements are needed.

2. Parish Council website

The progress towards launching the new Parish Council website has been delayed due to the Clerk's workload and other priorities.

3. Policies

The Clerk has the following new policies currently in progress for consideration at the next Finance & Executive Committee meeting.

- Business Continuity
- Equality and Diversity
- Health and Safety policy and statement
- Defibrillator Policy