

Upper Rissington Parish Council

Minutes of Annual Meeting of the Parish Council

held on Wednesday 2 May 2018, 7:30 pm at Upper Rissington Village Hall

Councillors present: Marc Buffery (Chairman), Martin Johnstone (Vice-Chairman), and Amos Peek.

In attendance: Pauline Rigby (Clerk), and one member of the public (arrived 7:45pm).

The meeting was not quorate until 7:36pm, so opened late.

1. **Election of Chairman:** Cllr Buffery was elected as Chairman, to hold office until the next Annual Meeting of the Parish Council in May 2019.
2. **To Receive the Chairman's Acceptance of Office:** Cllr Buffery signed the Declaration of Acceptance of Office and the Proper Officer witnessed the same.
3. **Election of Vice-Chairman** Cllr Johnstone was elected as Vice-Chairman.
4. **To Receive the Vice-Chairman's Acceptance of Office:** Cllr Johnstone signed the Declaration of Acceptance of Office and the Proper Officer witnessed the same.
5. **To Receive Apologies for Absence:** Cllrs Brian Hanks, Bob Hazard, Dawn Laird and Nigel Moor sent their apologies. Cllr Barley was absent.
6. **To Receive Declarations of Interest and Applications for Dispensation:** None
7. **Register of Interests:** Members were reminded to check and confirm their entries in the register. The Clerk will email the forms to all councillors.
8. **Public Session:** *To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 15 minutes in total and three minutes per person.* None
9. **Minutes:** The Minutes of the Parish Council Meeting held on 12 April 2018 were approved as a true record of the meeting, and the Chairman was authorised to sign the same.
10. **Clerk's Report:** The Clerk reported that:
 - The bank mandate had still not been signed, so it could not be submitted, and the Clerk was concerned about availability of councillors to sign cheques at the next meeting.
 - The Internal Audit visit had been arranged for Thursday 17 May, and the end of year accounts were on track to be approved at the Parish Council meeting on 13 June.
11. **Review of delegation arrangements to committees, subcommittees, staff and other local authorities:** Delegation to the Staffing Committee is described in its Terms of Reference. There are no other delegation arrangements.
12. **Review of Terms of Reference for committees:** Staffing Committee Terms of Reference were adopted in April 2018.
13. **Appointment of members to existing committees:** Cllrs Buffery, Johnstone and Peek were appointed to the Staffing Committee. The committee will ask Cllr Barley if he wishes to join.
14. **Appointment of any new committees:** None
15. **Review and adoption of Standing Orders:** The revised Standing Orders incorporating changes from the new model documents were reviewed, and councillors **resolved** that:
 - SO 8, Voting on appointments would be by ballot, with a tie settled by the casting vote exercised by the Chairman of the meeting (no change from last year's Standing Orders).

- SO 9(b), five (5) clear days' notice is required for written notice of a motion for a meeting.
- SO 11(a) and SO 21 on data protection responsibilities were legal responsibilities, therefore should be adopted, even though the required policies and procedures are not yet in place.
- The new Standing Orders be adopted, subject to these amendments.

The possibility of moving to a purely electronic filing system was discussed, and the Clerk said this would have to be part of a larger project to review and reorganise the Council's records and archives.

The Chairman proposed that agenda item 22 on data protection responsibilities was considered next.

22. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, including appointing an outside body to provide the services of Data Protection Officer (DPO) as required under new legislation (fees apply). The Data Protection Bill currently going through Parliament will make it a legal requirement for local authorities to appoint a DPO by 25 May 2018. A last-minute amendment has been tabled to exempt Parish and Town Councils from the need to appoint a DPO, but all other provisions of the bill will still apply. While it may no longer be a legal requirement, it may be considered good practice to appoint a DPO, because it supports all the activities of the Parish Council in regards to data protection. The Clerk said that the ICO and regional association, GAPTC, have provided training on the basic principles and model documents, but the Clerk and Council would benefit from advice on how to develop good documentation and working practices. The Council will need to adopt a data protection/privacy policy and other policies and procedures described in the new Standing Orders. Councillors **resolved** that:

- an external organisation would be appointed as the DPO; and
- a DPO service agreement be entered into with the Local Council Public Advisory Service (LCPAS), to include a compliance visit, at a cost of £450.

The Council's Publication scheme is up to date, having been reviewed in September 2017.

16. Review and adoption of Financial Regulations: Financial Regulations were reviewed, and councillors **resolved** that:

- Council must approve any grant or a single commitment in excess of £1,000 (FR 1.14);
- expenditure revenue items (FR 4.1) must be authorised by the council for all items over £1,000; and a duly delegated committee for items over £500;
- expenditure under emergency powers (FR 4.5) be increased up to £1,000; and
- personal payment information can be redacted if it cannot be summarised (FR 5.2); and
- the updated Financial Regulations be adopted, subject to these amendments.

17. Review of representation on or work with external bodies and arrangements for reporting back. It was **resolved** that:

- Cllrs Buffery and Johnstone would continue as the Parish Council representatives on Upper Risington Community Liaison Committee.
- Cllr Johnstone would be the liaison with the Village Hall Trust.

18. Review of inventory of land and other assets including buildings and office equipment. The updated asset register was reviewed and approved. The Clerk was asked to check the location and condition of the bus shelters.

19. Confirmation of arrangements for insurance cover in respect of all insurable risks. Confirmed.

20. **Review of Council and/or Staff subscriptions to other bodies.** The list of current subscriptions was reviewed and approved. It was **resolved** that the Council would also subscribe to Gloucestershire Playing Fields Association (GPFA).
21. **Review of the Council's complaints procedures.** Reviewed and approved.
23. **Review of the Council's policy for dealing with the press/media.** Reviewed and approved.
24. **Review of the Council's employment policies and procedures:** The following policies were adopted in November 2017, and are to be reviewed annually on their anniversary of adoption: Equal opportunities; Health and safety; Lone worker; Absence management; and Expenses policy.
Action: The Clerk was asked to bring a draft disciplinary and grievance policy to a future meeting.
25. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.** Two grants were awarded to community groups in 2017-18: 1st Upper Rissington Scouts and the 'Little Hurricanes' Toddler Group. A third grant had been awarded to the Youth Club but not claimed as the group had ceased to operate. Total S137 expenditure for 2017-18 was £797.
26. **Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.** The proposed meetings schedule was reviewed and approved. The Council will continue to meet on second Wednesdays whenever possible, except in January 2019 when it will move to the third Wednesday due to the holiday period, and in May 2019 due to the local elections. The Annual Parish Meeting was set for Thursday 28 March 2019.
27. **Review of Community Grant Policy:** Councillors reviewed the updated policy for 2018-19 and **resolved** that:
- Grant applications would be considered in July, November, and March;
 - The amount of funding available per round was increased to £1,000, and any unallocated funds carried forward to the next round, subject to the agreed overall budget of £2,500.
 - A new condition would be added: "If the recipient is unable to spend the grant as outlined in the original application, and they can substitute with a project that achieves substantially similar aims and benefit to the parish, then they should inform the council."
 - The policy is approved subject to these amendments.
28. **Annual Review of Risk Assessment:** Deferred.
29. **Items for Future Meetings:** To receive future agenda items from councillors. Defibrillator, Youth Council, and Tree Management Plan already noted. Youth and play provision were requested.
30. **Date and Time of Next Meeting(s):** Wednesday 9 May 2018, 7:30 pm.

The meeting closed at 9:16 pm

Signature of Chairman upon approval of the Minutes 09 May 2018

Copies to:

County Councillor Nigel Moor

District Councillor Mark Mackenzie-Charrington