

MINUTES OF RAMSDEN CRAYS EXTRAORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 4TH JUNE, 2018 AT 7.00 P.M. AT THE SHEPHERD AND DOG PUBLIC HOUSE

Present: Cllr. D. McPherson-Davis – Chairman, Cllr. G. Jenkins and Cllr. M. Kirby
Clerk/RFO – Mrs. G. Bassett
No members of the public

90/18 Apologies for Absence:

No apologies for absence received.

91/18 Declaration of Members Interests:

No declaration of interests pecuniary/non-pecuniary on agenda items declared.

92/18 Public Forum: (time restricted to 15 minutes)

No items raised from members of the public.

93/18 Internal Audit Report/External Audit:

The internal auditor report 2017/18 was reviewed. Members pleased all finances in order and observed the recommendations. It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to accept the report and recommendations – **agreed**.

94/18 Annual Governance and Accountability Return – AGAR for the year ending 31 March 2018:

- (i) The Parish Council considered the Annual Governance and Accountability Return 2017/18 with the view to Certificate of Exemption or a limited assurance review. It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to agree a Certificate of Exemption.
- (ii) It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Jenkins to approve the Annual Governance Statement Part 1. Completed and signed by the Chairman and RFO.
- (iii) The Accounting Statements Part 2 were considered. It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to approve. Completed and signed by the Chairman and RFO.
- (iv) The Parish Council confirmed review of the internal audit report and review of any additional documentation for the external audit. Proposed by Cllr. McPherson-Davis and seconded by Cllr. Jenkins to accept these documents – **agreed**.

95/18 Standing Orders/Procedures:

To adopt or amend:

- (i) Review Financial Regulations.
- (ii) Review Standing Orders.
- (iii) E-mail Policy Guidelines – adoption.
- (iv) Policy for Minor Disputes Against Councillors – adoption.
- (v) Risk Assessment.

General Data Protection Regulation:

- (vi) Information and Data Protection Policy – supersedes Publication Policy.
- (vii) Subject Access Request Form.
- (viii) Social Media and Electronic Communication Policy.
- (ix) The Management of Transferable Data Policy.
- (x) Retention and Disposal Policy.
- (xi) List of Documents for Retention or Disposal.
- (xii) General Data Protection Regulations (Service) Consent to hold Contact Information.
- (xiii) Data Security Breach Reporting Form.
- (xiv) Freedom of Information – Publication Scheme – approve amendments with the above.

It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to adopt the above policies and amendments accordingly with an additional amendment to Financial Regulations – budget to be reviewed by January and not November – **agreed**.

96/18 Date of Next Meeting:

It was noted that the next meeting of the Parish Council will be on Monday 18th June, 2018 at the Shepherd and Dog Public House.

Meeting ended at 7.20 p.m.

Signed

Dated:

Chairman