

**MINUTES OF THE EXTRA ORDINARY PARISH COUNCIL MEETING
HELD ON 19th APRIL 2018 IN THE COUNCIL CHAMBER COMMENCING AT 7.05PM**

Councillors Present: Cllr Rigby (Chairman)
Batty, Beck, Emmerson, Hollick, S Jones and Smith

Also Present: The Clerk
J Caswell – Groby Junior FC

The Chairman announced that the meeting was being recorded

COU/265/17-18 Apologies for Absence

Apologies were received from Cllrs Baker, Coley, Gunn, Marvin and Measures

COU/266/17-18 Declarations of Interest/Requests for dispensations

All members declared a pecuniary interest as rate payers within the Groby Parish
A dispensation was granted by the Clerk in relation to the above interest in order to allow Members to participate fully within the meeting as it was considered to be in the interest of persons residing within the Groby Parish

The Chairman changed the order of the agenda, as follows:

COU/267/17-18 Groby Junior F.C.

Mr Caswell, as Chairman of Groby Junior F.C. updated the meeting regarding the football club's progress towards developing the site known as the Klondyke .into a community facility.

Concerns were raised by Members that regular updates had not been given; that agreement from the football club regarding funding towards the project had not yet been agreed and that there did not appear to be much progress

Cllr Jones arrived at 7.16pm

COU/268/17-18 To review the following:

Insurance and Asset Register

The following comments were made:
Is the Parish Council insured if a Councillor dies in service
Is the byelaw cost covered by the insurance
It was felt that the valuation for the cemetery store is too low
That there should be a policy on annual depreciation

It was unanimously **resolved** that the council should seek a valuation for insurance purposes and the asset register.

The Effectiveness of Internal Controls

It was unanimously resolved to adopt the Statement of Internal Control and Annual Review of Effectiveness of Internal Control, which was presented to Members

Business Continuity Plan

It was unanimously **resolved** to adopt the Business Continuity Plan, which was presented to Members with the following amendment: Hinckley & Bosworth Borough Council's contact number should be changed to their emergency contact number, THE County Council's emergency number and Western Power's emergency numbers should be included.

Financial Risk Assessment

It was unanimously **resolved** to adopt the Financial Risk Assessment which was presented to Members with the following amendment: timesheets and wage slips are saved on the computer

Financial Regulations

It was **agreed** that Cllrs Rigby and Batty would form a working party to review the financial regulations and standing orders.

COU/269/17-18 General Data Protection Regulations

Draft Privacy Notices for staff & Councillors and members of the public and a draft Subject Access Request policy were presented to Members. Members then raised the following queries:
Are individual Councillors covered under the Parish Council registration?
What is the obligation of individual Councillors?
How long should Councillors keep their information packs?

It was **agreed** that the Clerk should redact the information contained within the packs

The Clerk updated Members regarding the requirement for the Council to have a Data Protection Officer (DPO)

It was suggested that the Internal Auditor be asked if he provided the service

COU/270/17-18 Internal Auditors Report

This item was deferred

COU/271/17-18 Dovecote

As the Parish Council had been resolved not to purchase a new dovecote at the last meeting, sponsorship for a new dovecote was discussed. It was **agreed** that the Clerk should put a letter in the Groby Spotlight asking for sponsorship

Cllr Jones left the meeting at 8pm

COU/272/17-18 Budget Review

The Chairman presented a budget review to members. The Chairman raised that the street lighting columns need to be tested this year for the hanging baskets and festive lights and it was **agreed** that funding for this would be included in the revised budget. This item was then deferred to later in the meeting.

At 8.35pm the Chairman called for a 5 minute comfort break

The meeting resumed at 8.40pm

COU/273/17-18 Staff Matters

*The Chairman proposed and it was **RESOLVED**, unanimously, to exclude the public and press from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 for the reason that the nature of the business being discussed was of a confidential and sensitive nature, and that matters appertaining to employment were of a confidential nature.*

It was resolved to go back into open session at 21.25pm

COU/274/17-18 Budget Review

It was unanimously **resolved** to accept the budget review and re-allocate the funds, as follows:

Amount £	From	Budget Heading	To	Budget Heading
2,500	4150	General Utilities	4000	Administration Salaries
5,000	4200	Elections	4020	Parks Salaries
2,000	4200	Elections		Probation Service
5,000	4190	Audit/Legal/Professional	4210	Training & Travelling
3,000	4170	Office Equipment	4395	Contingencies

and Ear-mark Reserves as follows:

Amount £	From	Budget Heading	To	Budget Heading
3,000	4190	Audit/Legal/Professional	c/fwd	
2,000	4460	Signage	c/fwd	
3,000	4435	Equipment Playgrounds	c/fwd	
7,000	(500)	Cemetery	9050	Cemetery Extension
1,250	(600)	Village Maintenance	4610	Village in Bloom
1,250	(600)	Village Maintenance	4740	Christmas Lights

COU/275/17-18 Date of Next Meeting

It was agreed that the next scheduled meeting would be held on Monday 21st May 2018

The meeting closed at 9.31pm

Signed
Chairman

Date