

# Garthorpe and Coston Parish Council

## Council Meeting

22<sup>nd</sup> May 2018

Buckminster Village Hall

18:30

### Present:

Councillors H Chubb(Chair)(HC), D Chubb(DC), S McGrath(SM),  
F Cunnington(FC), Borough Cllr M Graham(MG), Clerk J Fieldhouse-Allen,  
1 member of the public.

### Minutes

13/18 Apologies for absence: Received from County Councillor B Rhodes

14/18 Declarations of interest: NONE

15/18 Co-option of new councillor  
Proposed Alisa Atkins be co-opted to the Council APPROVED

16/18 Minutes of the meeting 15<sup>th</sup> January 2018 were approved as a true and accurate record of the meeting.

17/18 Visitor reports MG reported that:

- the Melton Local Plan had been examined and various recommendations had been made requiring public consultation. Within the plan there was nothing that would affect Garthorpe and Coston.
- The refuse contract had been out to tender and the only thing which may change for local residents is collection day.
- Government is to finance the Melton By-pass
- Borough Council has reviewed its committee structure.
- MG reported he had been a borough councillor for 31 years.

18/18 Public Forum NO MEMBERS OF THE PUBLIC PRESENT

19/18 Financial Statements  
Proposed the financial statements as provided be accepted. APPROVED

20/18 AGAR  
Proposed to apply for exemption from external audit. APPROVED

# Garthorpe and Coston Parish Council

Proposed to appoint Richard Willcocks of Redwood Prior Ltd to carry out the internal audit for the sum of £50. APPROVED

21/18 The following statements be considered and accepted:

- a) Proposed to approve the Annual Governance Statement as provided in the Annual Governance and Accountability Return 2017/18:

**We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

APPROVED

- b) Proposed to approve the Financial Statements as provided in the Annual Governance and Accountability Return 2017/18

**We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness**

APPROVED

22/18 GDPR

Proposed the following documents be adopted by Council in readiness for new General Data Protection Regulation:

- Data Protection Audit
- General Privacy Notice
- Staff and Councillor Notice
- Data Protection Policy
- Subject Access Request Procedure
- Data Breach Policy

APPROVED

23/18 Proposed Clerk should register the Council with the Information Commissioners Office the cost being £40. APPROVED

24/18 Approve purchase of laptop to be used by the Clerk for all council business in the sum to a maximum of £575(+VAT)

APPROVED

Passwords and other vital information to also be in the possession of the Chair.

25/18 Website

Approve purchase of setup with Narkedesign in the sum of up to £350 along with up to £150 for webhosting

# Garthorpe and Coston Parish Council

APPROVED

26/18 Discuss and approve the plan circulated for the website

APPROVED

27/18 Bank Mandate

Proposed Cllrs Atkins and McGrath be added to the bank mandate

APPROVED

28/18 Approve letter to bank asking for a change of address and approving the Clerk as a known representative of the council.

APPROVED

29/18 Proposed the following policies and documents by adopted

- Code of Conduct
- Freedom of Information Requests
- Complaints Procedure
- Risk Assessment

APPROVED

30/18 Date and time of next meeting:

Tuesday 20<sup>th</sup> November 2018  
Buckminster Village Hall  
18:30