

**Present:** Cllrs: Rob Thring, Robert Ingles, Ann Doody

**In Attendance:**

**Members of the Public:**

**23/1342**

**Election of Chairman**

Cllr Thring proposed Cllr Ingles as Chairman seconded by Cllr Doody, Cllr Ingles unanimously elected as Chairman.

**23/1343**

**Signing of Acceptance of Office of Chairman:**

Cllr Ingles signed the Acceptance of Chairman in the presence of the Clerk

**23/1344**

**Signing of Cllrs Acceptance of Office:**

Cllrs Ingles, Thring & Doody all signed the Acceptance of Office form as Parish Councillor in the presence of the Clerk who countersigned as correct.

**23/1345**

**Co-option onto Council:**

Sarah Lambert & Chloe Jardine Smith had both expressed an interest in joining the Council and it was unanimously agreed they should be co-opted onto the Council with immediate effect, both signed the Acceptance of Office form in the presence of the Clerk who countersigned as correct.

**23/1346**

**Minutes of the Meeting held on the 18<sup>th</sup> April 2023;**

It was unanimously agreed the Minutes held on the 18<sup>th</sup> April 2023 were a true record and the Minutes were signed by the Chairman.

**23/1347**

**Review of Internal Auditors Report:**

Cllrs had received a copy of the report and the following matters were noted that Financial Regs & Statement of Internal Control need updating to cover change of banking from HSBC to Unity Trust Bank to confirm the remote authorisation process. It was noted that Legal Powers were not recorded against either orders/contracts or payments. It was noted recommendation made to explore Cyber Security, Health & Safety Policy, and Business Continuity.

**23/1348**

**Dates for the Exercise of Public Rights:**

It was unanimously agreed the date for the Exercise of Public Rights would be from the 5<sup>th</sup> June to the 14<sup>th</sup> July to be posted on the notice board and website.

**23/1349**

**Review Allotment Fees:**

After discussion it was unanimously agreed to reduce the proposed increase effective 1<sup>st</sup> October from £10 to £5 based on the fact costs had not increased as much as anticipated.

**23/1350**

**Cemetery Fees:**

It was unanimously agreed that the fees would remain the same for a further 12 months, it was also unanimously agreed to add the following to the cemetery regulations. Burial plots can be reserved for a fee of £50 the full cost of the plot becomes payable at fees in force at the time of first use less the £50 reservation fee. Deed of Grant will be issued at time of reservation for 50 years.

**23/1351****Bank Mandate:**

It was necessary to update this as Brian Dodd and Elizabeth Bryan were no longer on the Council, it was unanimously agreed that Sarah Lambert and Rob Thring would replace them on the mandate.

**23/1352****Councillor Email Addresses:**

After discussion it was unanimously agreed that Councillors would set up a separate email address that the Council would use for Council business and that "Consent form for electronic communications" would be used.

**23/1353****Review and Amend all Council Policies & Regulations if required as per list:**

Standing Orders -2018

Financial Regulations - 2019

Statement of Internal Control – 2015

Risk Assessment Policies - 2022

Equal Opportunities Policy – 2017

Code of Conduct - 2021

Asset Register - 2021

Complaints Policy - 2017

Data Breach Policy 2018

Reserve's Policy - 2018

Data Security/Policy – Data Protection Policy & Data Breach Policy - 2018

General Privacy Notice and Privacy Notice for Councillors – 2018. Elizabeth Bryan

Having reviewed the above it was agreed other than the Financial Regulations and Statement of Internal Control all other policies were in order, it was understood that the National Association was working on a new set of Model Financial Regs and it was agreed to wait until they were available. It was further agreed to look at the following, Business Continuity / Health & Safety / Cyber Security

**23/1354****Elizabeth Bryan:**

It had been agreed prior to the sad news of Elizabeths unexpected passing that the Council would mark her unstinting service on the Parish Council with a plaque possibly in conjunction with the school. Cllr Ingles to talk with the school. Clerk to write to her family and express the Councils condolences and ascertain funeral arrangements.

**23/1355****Brian Dodd:**

Following Brians decision to stand down it was agreed to write to him and express the Councils thanks for his years of service, it was also agreed that the Council should mark this with memento, everyone to come up with ideas before the next meeting.

**23/1356****Best Way Forward:**

The Clerk explained that as this was a new Council with inexperienced Councillors it would be necessary to explain various matters which have carried over from previous Council to name a few – Lease for School Room, Land Registry of Railway Embankment, Task List. It was agreed that when a full Council was in place an informal meeting would be held to discuss the workings of the Council and what each Councillor could bring to the table.

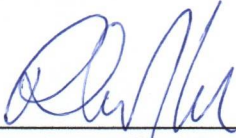
23/1357

**Items for Next Agenda:**

- School Lease
- Solar Light

**Date of Next Meeting 20<sup>th</sup> June 2023**

The meeting closed at 8.50 pm



Chairman Scalford Parish Council

Date: 20 June 2023

**Receipts and Payments April 2023**

**Receipts:**

Alford Storage	£ 42.00
P Malinowska – Allotment Deposit	£ 50.00
M B C – Precept	£10000.00

**Payments:**

S Allen Allotment Deposit Refund	£ 140.00
LRALC	£ 271.75
N Power Commercial	£ 416.28
Scalford Triangle	£ 125.00
Administration Costs	£ 502.06

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