

Present: Cllrs: Robert Ingles, Sarah Lambert, Andrew Sibree, Ann Doody, Rob Thring, Chloe Jardine Price

In Attendance: Borough Cllr R Sharp

Members of the Public: 3

24/1486

Election of Chairman:

Cllr Sibree was nominated by Cllr Ingles and seconded by Cllr Thring there being no other nominations Cllr Sibree was unanimously elected Chairman.

24/1487

Acceptance of Office of Chairman:

Cllr Sibree signed the Acceptance of Office of Chairman document which was countersigned by the Clerk.

24/1488

Election of Vice Chairman:

Cllr Jardine Price was nominated by Cllr Sibree and seconded by Cllr Lambert there being no other nominations Cllr Jardine Price was unanimously elected Vice Chairman

24/1489

Acceptance of Office of Vice Chairman:

Cllr Jardine Price signed the Acceptance of Office of Vice Chairman document which was countersigned by the Clerk

24/1490

Apologies:

County Councillor B Lovegrove

24/1491

Declarations of Disclosable & Pecuniary Interests in Agenda Items:

None

24/1492

Minutes of the Parish Council Meeting held on the 16th April 2024:

It was unanimously agreed the Minutes of Parish Council Meeting held on the 16th April 2024 were a true record and the Minutes were duly signed by the Chairman.

24/1493

Reports:

Borough Councillor Richard Sharp

Cllr Sharp gave a report on his recent activities for the Borough and advised he had been moved from the Licensing committee onto the Scrutiny committee and would be attending training sessions.

24/1494

Consider Internal Auditors report:

All Councillors had been provided with a copy of the report in advance of the meeting and after discussion it was agreed that overall, the report was favourable.

24/1495

Consider recommendations and matters arising from the internal audit report:

The clerk advised that several of the matters arising had been dealt with in particular; access to members Register of Interest forms these could now be accessed from the website, an updated draft of Statement of Internal Control had been provided by the Clerk.



24/1495 continued

The risk Assessment policy needed updating and consideration given to business continuity to be included, it was agreed the Clerk would do this and present for acceptance at a meeting later in the year. A Health and Safety at work policy was recommended, the Clerk also confirmed he had booked a Cemetery and Churchyard training course with LRALC for early June.

24/1496**Complete and Sign the Annual Governance Statement:**

Cllrs had studied the requirement of the governance statement and were unanimously agreed the Council had met the requirements the Chairman signed the Statement on behalf of the Council

24/1497**Receive and sign Accounting Statements:**

Cllrs unanimously agreed the accounting statement accurately confirmed the financial position of the Council and the Accounting Statement was signed by the Chairman on behalf of the Council

24/1498**Receive and Consider Variances:**

The clerk explained that in the main the variances had been caused by the large insurance claim for repairing the Churchyard wall which had triggered a large increase in revenue and expenses, Cllr were aware of this and unanimously accepted this explanation.

24/1499**Receive and Consider breakdown of reserves held:**

The Clerk explained the various reserves held which was unanimously agreed by Councillors

24/1500**Date for Period of Public Rights:**

It was unanimously agreed the period would be 10th June to 19th July

24/1501**Review Cemetery and Allotment Fees:**

Allotment Fees- It was unanimously agreed these should remain the same

Cemetery Fees – It was unanimously agreed the fees should remain the same and that a clause be inserted in the rules that the criteria for eligibility was that a 5 year association with the Parish was required, otherwise all relevant fees would double.

24/1502**Band Mandate:**

The bank mandate was reviewed and it was agreed that another Councillor needed to be added to improve availability of authorised signatories to be available when required by the Clerk. It was therefore unanimously agreed to add Cllr Chloe Jardine Price to the mandate. Clerk to put in hand.

24/1503**To review and amend if required the Councils policies:**

The following policies were reviewed.

Standing Orders -2018	Reviewed and unanimously agreed as adequate
Financial Regulations – 2019	Reviewed as adequate new version available to be looked at
Risk Assessment Policy – 2016	Needed updating to include business continuity - Clerk Equal
Opportunities Policy – 2017	Reviewed and unanimously agreed as adequate
Code of Conduct – 2021	Reviewed and unanimously agreed as adequate
Asset Register – 2024	Reviewed and unanimously agreed as correct
Complaints Policy – 2017	Reviewed and unanimously agreed as adequate
Data Breach Policy 2018	Reviewed and unanimously agreed as adequate

continued

Reserves Policy 2018 - Reviewed and unanimously agreed as adequate

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

General Privacy Notice and Privacy Notice for Councillors – 2018. – These policies were reviewed and unanimously agreed as adequate

Statement of Internal Control 2024 – An updated draft policy had been circulated by the Clerk this was discussed and it was unanimously agreed to adopt this policy with immediate effect

Health & Safety at Work 2024 – A draft policy had been circulated by the Clerk this was discussed and it was unanimously agreed to adopt this policy with immediate effect

24/1504**Matters arising from emails circulated and other matters– issues raised to go to next Agenda**

The matter of the old map of the Parish which had been framed and donated to the Council by Elizabeth Bryans family was raised as to where it should be kept safely, it was agreed to Agenda for next meeting in the short term it was in the safekeeping of Cllr Ingles.

The matter of the collapsed stone wall at the top of Sandy Lane was raised ownership was unknown, it was agreed to Agenda for next meeting

24/14505**Items for Next Agenda:**

Framed Map

Collapsed Wall – Sandy Lane

Date of Next Meeting: 18th June 2024 Parish Council Meeting

The meeting closed at 8.21 pm



Chairman Salford Parish Council

Date: 18-6-24