

Marston St Lawrence Parish Council
Minutes of an Extraordinary Parish Council Meeting
Held on Tuesday 5th June 2018 in the Village Hall at 7.30pm

Councillors Present: Richard Gale, Mick Scott and Matthew Tims

Christine Coles (Parish Clerk)

- 18/38. To receive apologies for absence**
Cllr Carletti (work) and Cllr Skermer (family commitment)
- 18/39. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda**
There were no interests to declare.
- 18/40. To approve and sign the minutes of the Parish Council meeting held on 22nd May 2018**
The minutes of the last meeting were approved and signed as a true record.
- 18/41. To note any Matters Arising from the minutes not included on this agenda for report only**
The Marston Inn - Hook Norton Brewery have now advised that Fisher German are leading the project and looking at a couple of schemes. There will be a meeting in the next few weeks.
- Local Government Reform* - An email had been received from SNC giving an update on the matter. The Chair to put the detail on the Facebook page.
- 18/42. Public participation session**
There were no members of the public present.
- 18/43. To consider and approve the data Map and adopt the policies in connection with GDPR**
The draft policies had all been circulated prior to the meeting. It was agreed to approve the Data Map, Data Protection Policy, Subject Access Request Procedure, Data Breach Policy, Records Retention Policy and Privacy Notices.
Action: The Parish Clerk to forward the policies to the webmaster for inclusion on the website.
- Security Compliance Checklists were completed by the Chair and Cllr Scott.
Action: The remaining Councillors are to complete the form and return to the Parish Clerk.
- 18/44. To consider the report of the internal auditor dated 19th May 2018 and confirm appropriate actions**
The report from the internal auditor dated 19th May 2018 was considered. Financial records have been kept satisfactorily throughout the year and the end of year accounts have been prepared correctly. There are some areas of weakness but the Internal Auditor is satisfied that payments have been correctly made. Minutes of the previous meetings were properly numbered, approved, signed and dated.
- Recommendations
The Internal Audit Report of 2017 made recommendations. The Audit of 2018 has looked at the progress of these recommendations and noted the findings. Some actions are still outstanding.
1/17. - Financial Regulations. The Financial Regulations have been uploaded to the Web but the procedures have not always been followed. This will be a new action.
2/17. - HMRC Employer Payroll uploads. There are no notes that evidence has been provided of RTI uploads. Action outstanding but covered under risk assessment.
3/17. - Approval of payments. Action completed.

4/17. - Annual Precept setting. The precept setting process was detailed. Action Completed.

5/17. - Risk Assessment Strategy. The Risk Assessment was agreed and uploaded to the website in November 2017. There is no evidence that the quarterly risks were reviewed at the February 2018 meeting. There is inconsistency with the terminology used. There is no reference on the Risk Assessment of the risk from delayed upload of RTI (payroll) to HMRC.

Actions: It was agreed the risk assessment will be an agenda item and reviewed at each meeting. The Risk Assessment has been updated with reference to months of the year . The terminology has been amended and is consistent. The risk to the delayed upload of RTI (payroll) to HMRC has been added. The Parish Clerk to forward each confirmation of the RTI upload from HMRC to the Chair.

6/17. - Standing Orders to be available on the website. There are no standing orders on the website. It was also an action from the 2017/18 audit. Action outstanding.

The 2018 Internal Audit has found the following:

1/18. - Actions from meetings not carried forward. The action for the Standing Orders was not carried forward. There needs to be control that items carried forward are then carried forward.

Action: The Chair and Parish Clerk to ensure that items are carried forward. It was noted the Standing Orders have now been approved.

2/18. - Ensuring Value for Money - The Parish Council's Financial Regulations require Councillors to ensure they obtain value for money. Whilst the Council is not obliged to buy the cheapest item it does need to consider best value.

Action: The Parish Council to ensure that discussions around best value are minuted.

3/18. - Accounts. Expenditure was higher than the previous year. This was in part due to arrears of holiday pay to the Clerk and paying for the defibrillator. The grant from SNC will be shown in the accounts for 2018/19. Overall expenditure has increased and this has been taken into account when setting the precept. All expenditure is properly receipted and payments have been approved by the Council. No action required.

4/18. - GDPR compliance. This was discussed with the Chair and the Internal Auditor is satisfied that the Council is taking steps to meet the requirements with help from Northants CALC. This is ongoing.

18/45. To review the budget sheet

The budget sheet had been updated and circulated. The contents were considered and Councillors are satisfied they are working to budget.

18/46. Date, time and place of next meeting

Tuesday 28th August 2018 at 7.30pm in the Cricket Pavilion.

As there was no other business to discuss the meeting finished at 8.05pm