

ANNUAL SEDGEFORD PARISH COUNCIL MEETING 22nd MAY 2023

MINUTES

1. Welcome by the chair.
2. Present: Cllr Crump, Cllr Wilce, Cllr Clark, Cllr Miller, Cllr Ward and County/Borough Cllr Jamieson
Apologies: County Councillor Chenery, Borough Cllr Parish and Cllr Coleman
Public: None
3. Election of Chair: It was proposed by Cllr Ward and seconded by Cllr Clark that Cllr Crump be elected as Chair. This was agreed by all.
4. Election of Vice Chair: Cllr Crump proposed Cllr Ward for the position of Vice Chair. This motion was seconded by Cllr Clark and agreed by all.
County/Borough Cllr Jamieson briefly introduced himself and the Chair introduced Councillors.
5. Declarations of Interest forms and Spending Returns – The Clerk had circulated these prior to the meeting and once completed will forward to the Returning Officer.
6. Acceptance of Office Forms - The Clerk had circulated these prior to the meeting and once completed will forward to the Returning Officer.
7. Review and adoption of standing orders and financial regulations: The Clerk advised that these documents had not changed since being first adopted on 18th November 2020. It was proposed by Cllr Miller and seconded Cllr Ward that both the documents be adopted and reviewed again in May 2024. This was carried unanimously.
8. Review and adoption of the following policies/procedures/forms:
Cemetery Purchase of Exclusive Rights of Burial Privacy Notice Consent Form
Cemetery Regulations
Communications Policy
Complaints Policy
Co-option Policy
Councillor Code of Conduct
Data Breach Reporting Form
Data Protection Consent to Hold Contact Information Form
Data Protection Document
Dignity at Work Policy
Discipline and Grievance Policy
Email Contact Privacy Notice
Equality and Diversity Policy
Expenses Policy
Freedom of Information Policy
Health and Safety Policy
Information and Data Protection Policy
Internal Financial Control Policy and Procedure
Internet Banking Policy
Internet Usage Policy
Lawful Basis for Processing Data
Meeting Rights of the Individual
Neighbourhood Plan Privacy Notice
Operation London Bridge Policy
Privacy Notice for Staff etc
Privacy Notice
Retention and Disposal Policy
Social Media and Electronic Communication Policy
Transferrable Data Policy
The Clerk had asked Councillors to review these documents prior to the meeting. All Councillors were content with the documents and it was proposed by Cllr Clark that these documents are adopted and reviewed in May 2024. This was seconded by Cllr Miller. Carried unanimously.
9. Review and adoption of Council Property, including Cemetery and Washpit, Risk Management Assessment Forms: The Clerk explained that Cllr Ward had kindly agreed to continue to undertake the monthly/quarterly checks required in the Risk Assessment Forms and that a log will be retained to evidence the checks having been made. The Risk assessment Forms were

proposed by Cllr Clark and seconded Cllr Miller and it was agreed by all Councillors that the documents be adopted and reviewed in May 2024

10. Review and adoption of Council Financial Regulations/ Administrative Procedures Risk Management Assessment Forms: The Clerk explained that Cllr Miller had agreed to continue to undertake the quarterly checks required in the Risk Assessment Forms and that a log will be retained to evidence the checks having been made. The Risk assessment Forms were proposed by Cllr Clark and seconded Cllr Wilce and it was agreed by all Councillors that the documents be adopted and reviewed in May 2024

11. Review and adoption of Council Speed Signs Risk Assessment Form: The Clerk explained that former Cllr Palmer will continue to move and inspect the signs on a monthly basis, working with Cllr Miller. A log will be retained to evidence the checks having been made. The Risk assessment Forms were proposed by Cllr Ward and seconded Cllr Clark and it was agreed by all Councillors that the documents be adopted and reviewed in May 2024

12. Consider the outcome of the Internal Audit– The Internal Auditor was happy to sign off the accounts, merely pointing out that some of the documents on the website were not the latest adopted versions. The Clerk will attend to this matter.

13. Village Hall Accounts - Mr Ward presented the accounts for the year. The refurbishment of the Hall continues as does fund raising. The Hall is very regularly in use and the bank balances remain healthy at £20K. The accounts were noted.

14. Mire Close Accounts - Mr Ward presented the accounts for the year. 24 Parishioners had been supported with electricity costs last year. The closing balance for the year was £1279.92. The accounts were noted.

15. Review of inventory of land and assets including buildings and office equipment - The Clerk explained the asset register had been updated and adopted at the March 2023 meeting.

16. Agreed dates/times/location for Parish Council Meetings for the coming year - The Clerk provided Councillors with dates (third Wednesday monthly, except August when there is no meeting) for the coming year. Meetings will be held in the Village Hall at 7pm (except for March, when the Annual Parish meeting will start at 6.30pm and May when the Annual Parish Council meeting will start at 6.30pm). These dates and times were noted and Cllr Ward confirmed these dates are in the Village Hall diary.

17. Close – 18.50