

# Harby Annual Parish Council Meeting

Wednesday 5<sup>th</sup> May 2021 via video conference due to the  
Covid-19 national emergency



Start: 19:00	Finish: 19:35	Reference: 164/21
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**Councillors Present:** Andy Durber, H Howitt, T Medley, C Nolan (Chair), J Rose and A Waby (part).

**Clerk:** Caron Ballantyne

**Members of the public present:** 0 members of the public present

Item	Title and Decision	Action by
164/21/1	<b>Declaration of intent to record, film or photograph the meeting by members, members of the public or the press</b> None	
164/21/2	<b>To review Declaration of Interest Forms for all Councillors</b> Published Declaration of Interest Forms, all up to date, resolved unanimously that no action was required	
164/21/3	<b>To elect the Chair of the Council and to receive the Declaration of Acceptance of Office</b> Cllr Nolan was proposed, seconded and duly elected as chairman and signed the declaration of acceptance	
164/21/4	<b>To elect the Vice Chair of the Council</b> Cllr Rose was proposed, seconded and duly elected	
164/21/5	<b>Apologies for absence</b> Apologies received from Councillor Dallamore and the reasons for absence were accepted Apologies were received from District Councillor Dales and County and District Councillor Dobson and were noted	
164/21/6	<b>To receive any declarations of interest</b> ( <i>in accordance with Localism Act 2011</i> ) None	
164/21/7	<b>Review and Adopt the following Policies and Procedures</b> a) Standing Orders, resolved to accept all changes proposed b) Financial Regulations, resolved to accept all changes proposed c) Complaints Procedure, resolved to accept all changes proposed d) Freedom of Information Model Publication Scheme and list of charges, resolved to accept all changes proposed e) Disciplinary and Grievance Procedure, resolved to accept all changes proposed f) Training and Development Policy, resolved to accept all changes proposed g) Equality Policy, resolved to accept all changes proposed All documents to be published to the website h) Councillor Code of Conduct, resolved to adopt the new model with no amendments in line with Newark & Sherwood District Council recommendations All documents to be updated on the website	Clerk

164/21/8	<p><b>Review the Policies and Procedures relating to the Data Protection Regulations and adopt documentation required to evidence commitment to compliance</b></p> <p>a) Consider and adopt Data Protection Policy, resolved to accept all changes proposed</p> <p>b) Consider and adopt Privacy Notice, resolved to accept all changes proposed</p> <p>c) Consider and adopt Subject Access Request Procedure, resolved to accept all changes proposed</p> <p>d) Consider and adopt Data Breach Policy, resolved to accept all changes proposed</p> <p>e) Consider and adopt Security Compliance Checklist, resolved to accept all changes proposed and all Councillors duly completed this</p> <p>f) Consider and adopt Records Retention Policy, resolved to accept all changes proposed</p> <p>All documents to be updated on the website</p>	Clerk
164/21/9	<p><b>Review existing bank signatories</b></p> <p>Resolved that no changes were required</p>	
164/21/10	<p><b>Review and adopt the Risk Management Policy</b></p> <p>Resolved to accept all changes proposed</p> <p>Document to be updated on the website</p>	Clerk
164/21/11	<p><b>Review Previous and Consider Action Plan for the next year</b></p> <p>Resolved to accept all changes proposed</p> <p>Document to be updated on the website</p> <p>Councillor Waby joined the meeting</p>	Clerk
164/21/12	<p><b>Appoint Internal Auditor for the year 2021/22</b></p> <p>Following full review in accordance with Governance and Accountability Guidance, resolved unanimously to appoint Belina Boyer again.</p> <p>Note of thanks to be sent for 2020/21 audit and appointment for 2021/22</p>	Clerk
164/21/13	<p><b>Appoint Members to serve on the Staffing Panel</b></p> <p>Resolved that Councillors Rose and Howitt would form the Staffing Panel</p>	
164/21/14	<p><b>Review the Asset Register and the Parish Council Insurance Policy</b></p> <p>Resolved unanimously that the Asset Register accurately reflects the current position</p> <p>Resolved unanimously that the Insurance Policy meets the needs of the Council</p>	
164/21/15	<p><b>Review of the Council subscriptions to other bodies:</b></p> <ul style="list-style-type: none"> <li>• NALC – National and Nottinghamshire Association of Local Councils</li> <li>• SLCC – Society of Local Council Clerks</li> <li>• ICO – Information Commissioners Office (Mandatory)</li> <li>• 1&amp;1 – Email Hosting and Website Domain Name registration</li> </ul> <p>Resolved unanimously to continue with all existing subscriptions</p>	
164/21/16	<p><b>Review Standing Orders and Direct Debits</b></p> <p>Resolved unanimously that existing Standing Orders and Direct Debits would be retained</p>	
164/21/17	<p><b>Determine future meeting dates</b></p> <p>Resolved unanimously that the proposed dates were accepted</p> <p>Dates to be added to the website</p>	Clerk