

THRILOW PARISH COUNCIL

Minutes of an Extraordinary Parish Council meeting held on 23rd May 2018 at Thriplow Village Hall at 7.30 pm

Present

Councillors: Jane Gough (Chairman), David Easthope, Charlotte Kirby, Owen MacKay
Barry Radley, Carly Richman

Clerk: Martyn Corbet

1. Apologies for Absence:

Apologies for absence were received from Cllrs Brogan, Jackson and Smith

2. Consideration of the results of the Annual Internal Audit and to approve the appropriate Annual Return to the External Auditor for 1917/18

The Parish Clerk had given copies of the report prepared by the Internal Auditor to the meeting. The various recommendations of the report were noted. These included amendments and updates to the website.

Following a question from Cllr Radley Cllr Easthope explained that the 2 large amounts being held on deposit were monies which had been invested so as to provide income. They were not intended to be available to meet expenditure. The income is available but this has dwindled due to the dramatic drop in interest rates over the years.

The Parish Clerk took the meeting through the Annual Governance Statement. This was approved by the meeting.

The Parish Clerk also took the meeting through the Accounting Statements. These were also approved.

The Parish Clerk explained that this year the parish council was able to claim exemption from filing the usual Annual Return with the External Auditor. This is because its income and expenditure were under £25,000. The usual documents need to be displayed onto the website. Confirmation of this needs to be sent to the External Auditor in the form of a Certificate of Exemption.

Approval of the Certificate of Exemption was proposed by Cllr Kirby and seconded by Cllr Easthope and agreed.

The Parish Clerk explained that because there is a variance of 15% between some of the figures in the Accounting Statements he has to provide an explanation for these. These have yet to be done.

3. To consider and approve Policy Statements and other documents relating to the Introduction of General Data Protection Regulations

The various documents relating to GDPR had been circulated to the meeting in advance. All new parish councillors will be provided with an email address. Actions to implement the policy will be taken.

The documents approved are:

1. Privacy Policy;
2. Email Contact Privacy Policy;
3. Email Policy;
4. Consent – Contact Information;
5. Computer and Telephone Misuse Policy;
6. Information Protection Policy;
7. Information Security Incident Policy;
8. Removable Media Policy

Approval of the documents was proposed by Cllr Gough and seconded by Cllr Radley and agreed.

There being no further business, the chairman thanked everyone for attending and the meeting ended at 8.45 pm

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Signed Chairman

Dated

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