Fittleworth Parish Council

APPROVED Minutes of the EXTRAORDINARY Parish Council Meeting held on

4th February 2019 at 7.00pm in the Pavilion Building.

Present: Chris Welfare (CW) Chair, Tony Broughton (TB), Kerry Coughtrey (KC), David Brittain (DB), Robin Dunstan (RD) & Mike Allin (MA)

In attendance: Louise Collis (Clerk)

Members of public: 0

Minute Ref	Agenda Item	Action by
19-16	**1. Apologies for absence:** Mick Foote (MF) & Lee Scott (LS)	
19-17	**2. Public Questions - None**	
19-18	**3. Declaration by Council members of personal or prejudicial interest –** • None	
19-19	**4. Review and Update Standing Orders** The Fittleworth Parish Council Standing Orders adopted on 19/3/19 (based on the NALC Model Standing Orders) were updated to reflect the NALC 2018 Model Standing Orders**.** The **RESOLUTION** to **Approve** and **Adopt** the **Standing Orders dated 4th February 2019** was **PROPOSED** by KC and **SECONDED** by TB. This was a unanimous decision.	
19-20	**5. Review and Update Financial Regulations** **6.** The **RESOLUTION** to **Approve** and **Adopt** the **Financial Regulations dated 4th February 2019** was **PROPOSED** by KC and **SECONDED** by TB. This was a unanimous decision.	
19-21	**7. To approval New Policies, Schemes and Procedures or GDPR & Data Protection** a) Data Protection Policy (in accordance with Standing Orders 5j) xvii and 21) The draft policy was reviewed and subject to the clarification by SALC on who can carry out the role of the Data Protection officer, the Draft policy was approved. The **RESOLUTION** to **Approve** and **Adopt** the **Data Protection Policy dated 4th February 2019** was **PROPOSED** by KC and **SECONDED** by TB. This was a unanimous decision. b) Document Retention Scheme (in accordance with Standing Orders 11) The **RESOLUTION** to **Approve** and **Adopt** the **Document Retention Scheme dated 4th February 2019** was **PROPOSED** by KC and **SECONDED** by RD. This was a unanimous decision.	**Clerk**

	c) General Privacy Notice – Website (in accordance with Standing Orders 21) The **RESOLUTION** to **Approve** and **Adopt** the **General Privacy Notice** (Website) **dated 4th February 2019** was **PROPOSED** by RD and **SECONDED** by MA. This was a unanimous decision. **d)** Subject Access Requests (SAR) message and Policy The **RESOLUTION** to **Approve** and **Adopt Subject Access Requests (SAR) message and Policy dated 4th February 2019** was **PROPOSED** by KC and **SECONDED** by TB. This was a unanimous decision.	
19-22	**8. To Approve other new policies, Procedures & Schemes** a) Co-Option Policy The **RESOLUTION** to **Approve** and **Adopt Co-option policy dated 4th February 2019** was **PROPOSED** by KC and **SECONDED** by TB. This was a unanimous decision. b) Freedom Of Information Procedure (in accordance with Standing Orders 5j) xvii and 20a) The **RESOLUTION** to **Approve** and **Adopt Freedom Of Information Procedure dated 4th February 2019** was **PROPOSED** by DB and **SECONDED** by RD. This was a unanimous decision c) Freedom of Information Publication Scheme (in accordance with Standing Orders 20a) The **RESOLUTION** to **Approve** and **Adopt Freedom of Information Publication Scheme dated 4th February 2019** was **PROPOSED** by RD and **SECONDED** by KC. This was a unanimous decision d) Members Allowances Policy The **RESOLUTION** to **Approve** and **Members Allowances Policy dated 4th February 2019** was **PROPOSED** by MA and **SECONDED** by TB. This was a unanimous decision e) Employment Policies – (in accordance with Standing Orders 5j) xix i) Disciplinary Policy The **RESOLUTION** to **Approve** and **Disciplinary Policy dated 4th February 2019** was **PROPOSED** by DB and **SECONDED** by MA. This was a unanimous decision ii) Grievance Policy (in accordance with Standing Orders 5j) xix and 19d) and e)) The **RESOLUTION** to **Approve** and **Grievance Policy dated 4th February 2019** was **PROPOSED** by RD and **SECONDED** by DB. This was a unanimous decision iii) Sickness and Absence Policy (in accordance with Standing Orders 5j) xix and 19b)) The **RESOLUTION** to **Approve** and **Sickness and Absence Policy dated 4th February 2019** was **PROPOSED** by MA and **SECONDED** by RD. This was a unanimous decision	

	iv) Equality Policy The **RESOLUTION** to **Approve** and **Equality Policy dated 4th February 2019** was **PROPOSED** by KC and **SECONDED** by DB. This was a unanimous decision e) Complaints Procedure (in accordance with Standing Orders 5j) xvi) The **RESOLUTION** to **Approve** and **Complaints Procedure dated 4th February 2019** was **PROPOSED** by DB and **SECONDED** by MA. This was a unanimous decision f) Media and Communications Policy (in accordance with Standing Orders 5j) xviii) The **RESOLUTION** to **Approve** and **Media and Communications Policy dated 4th February 2019** was **PROPOSED** by DB and **SECONDED** by KC. This was a unanimous decision	
19-23	**9. Annual review, and where appropriate update, other existing policies and procedures** a) Pension Discretions Policy This was reviewed and no changes were proposed. b) Risk Management Policy The **RESOLUTION** to **Approve Risk Management Policy dated 4th February 2019** was **PROPOSED** by KC and **SECONDED** by RD. This was a unanimous decision c) Risk Management Procedures – Fixed Assets This was reviewed and the necessary changes were made. The **RESOLUTION** to **Approve** the updated **Risk Management Procedures – Fixed Assets dated 4th February 2019** was **PROPOSED** by KC and **SECONDED** by RD. This was a unanimous decision	
19-24	**10. Items for inclusion on the Agenda for 18th February 2019 Meeting** • Annual Financial Risk Assessment & Review Financial Procedures Controls • Clerk's Annual Appraisal • Code of Conduct Review • Privacy Policy • Cookie Notice - Website (No decisions can be made on matters raised under this item – for notification only.)	
19-25	**15. Date of next meeting** **Monthly Parish council meeting - Monday 18th February 2019 at 7.00pm** in the Pavilion Building	