



**8. Draft Media Policy.**

Deferred to the September meeting.

**9. Small Grants Applications.**

Following careful consideration, **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** Cllr Mrs. Haywood, **IT WAS RESOLVED** that Age Concern should retain the currently unspent grant until 30<sup>th</sup> September when the Committee should be updated again on the project status.

**10. Financial Regulations – procedural guidance.**

Members noted that no additional internal guidance had yet been written as staff discussions on current guidance had stalled. New information was noted about Financial Service Compensations Scheme protection for councils but there were conflicting opinions within the sector about eligibility for the £85,000 protection. One matter was outstanding from the last meeting as clarification had not been forthcoming. Notification was read from CCLA about additional interest being due after a miscalculation and bank statements would be checked. Following discussion, members noted the reservation of staff regarding using PayPal for customer bookings and payments. Alternatively the Clerk was asked to seek information and costs on 1-3 electronic card machines.

**11. Website Review.**

Members noted the information gathered by Cllr High and the need for more time to explore costs, legal requirements and other social media options. Members noted that direct access was not possible to the website and Cllr High understood and respected the reasons for this. Members were asked to assist with identifying old information that should be removed and Cllr Riordan undertook to look at this in conjunction with the Local Council Award review he was undertaking, which also required changes to information on the website.

**12. Committee Priority Projects for the Year.**

Following consideration, it was **AGREED** the focus should be the council office phone system, reviewing the website and to make progress with the Parish Plan, should council agree for the project to be actioned on a committee basis in the absence of anyone leading it.

**13. Complaints Policy Review.**

The Chairman reported the sample SLCC policy seemed to meet the needs of the council and with the consent of members, undertook to liaise with the Clerk on producing a draft document that would allow due consideration and appeal processes to be maintained.

**14. Parish Emergency Plan.**

Following consideration and exploration of views submitted, it was **AGREED** that the Clerk could reduce and adapt the information to generate a small but focused document that recognised the priority role of the Borough Council and the CSW Resilience Team, who were clearly the experts most fitted to fulfilling the role. Members commended the individual Resilience Training and booklets, which usefully prompted people to think ahead and plan carefully before emergencies might happen.

**15. Working Parties.**

No meetings had taken place. Members noted that apologies had been received for the Christmas Events WP meeting so it was re-arranged for 10 am on Friday 7<sup>th</sup> August, followed by the Remembrance Parade planning meeting at 11 am. The Chairman was invited to join the ‘back-up’ team and co-support the Clerk on the day with Cllr Hiley by being involved in the planning.

**16. Residents’ Concerns.**

Members noted the list of concerns previously circulated.

**17. Training.**

In addition to the training report from the Clerk on the Leadership in Action conference,

**ACTION**

MH 2/9

Clerk  
10/7

Clerk  
urgent

Clerk  
Sept.15

GH  
on-going

JR/GHtbc

FGP – tbc  
Sept.15

BU/Clerk  
tba

Clerk  
Nov.15

Events WP  
7/8  
Parade Plng  
7/8

she was pleased to add that a valuable software training had been arranged to enhance usage of IT for assets, trees and events. Two members volunteered to attend with the Clerk on Monday 3<sup>rd</sup> August. Members noted the reduced cost for the Clerk to attend the SLCC National Conference in October at Hinckley for £100 less than last year. Following consideration, **ON THE PROPOSITION** of Cllr High, **SECONDED** by Cllr MacDonald, **IT WAS RESOLVED** the Clerk should be authorized to attend the 3 day event at a cost of £295. As before, she undertook not to claim travel costs or time for attending the weekend hours. Dates were set for in-house induction for recently appointed members. Cllrs High, MacDonald and Shaw were invited to the council offices at 10 am on 1<sup>st</sup> August and Cllrs MacDonald and Upton to meet at 12.30 pm on 1<sup>st</sup> August to tour the open spaces.

**18. Clerk’s Report.**

The Clerk reported that the Flag Flying policy had been issued and reminders given to Wardens. The national mourning and silence had been observed by staff the previous Friday but details not received about a silence for 7<sup>th</sup> July. Members noted the unavoidable closure of the council office on Friday 17<sup>th</sup> July. Following discussion of a request by two youth councillors, members advised that a further meeting of the Youth Council should be arranged to replace the one cancelled on 7<sup>th</sup> July due to lack of attendance as this would be the correct procedure to follow.

ACTION

BU/MH  
3/8 at  
11 am

Clerk  
25/7

JM,GH,KS  
10 am 1/8  
JM/BU  
12.30 1/8

Clerk  
asap

