



**A-barth Onan Hag Oll Representing One and All**

**Clerk's Report for the Annual Meeting to be held on 17<sup>th</sup> May 2022**

**This report is prepared to assist with some of the items on the agenda and does not include reference to all the items.**

**SUMMARY OF DECISIONS REQUIRED (Details in Report):**

- 1. To appoint a Councillor to check financial transactions.** (Agenda Item 12)
- 2. To appoint the Council's Transport Representative.** (Agenda Item 13)
- 3. To maintain the figure of £100 for the Chairman's Allowance in 2022/23.** (Agenda Item 17)
- 4. To adopt the Standing Orders and Financial Regulations dated May 2022 as presented to the meeting and amended as indicated in the report.** (Agenda Item 17)
- 5. To appoint Mr James Peter Richards as the Parish Council's Internal Auditor for the financial year 2022/23.** (Agenda Item 18)
- 6. To confirm that the Council satisfies the criteria necessary to exercise the General Power of Competence.** (Agenda Item 19)
- 7. To approve the Council's Asset Register.** (Agenda Item 20)
- 8. To continue to pay the subscriptions detailed in the report presented to the meeting.** (Agenda Item 21)
- 9. To confirm the arrangements for insurance cover in respect of all insured risks.** (Agenda Item 23)
- 10. To adopt the Council's Complaints Procedure as presented to the meeting.** (Agenda Item 24)
- 11. To adopt the Code of Conduct as presented to the meeting.** (Agenda Item 24)
- 12. To adopt the Council's Policy for handling requests made under the Freedom of Information Act 2000 as presented to the meeting.** (Agenda Item 25)
- 13. To adopt the Council's Policy for handling information under the Data Protection Act 2018 as presented to the meeting.** (Agenda Item 26)
- 14. To adopt the Council's Protocol for dealing with the Press and Media as presented to the meeting.** (Agenda Item 27)
- 15. To adopt the Council's Risk Assessments as presented to the meeting** (Agenda Item 28)
- 16. To agree the Schedule of Meetings for 2022/2023 as presented to the meeting.** (Agenda Item 29)

**REPORT:**

**Agenda Item 12 – Appointment of Councillor to check financial transactions:**

It should be noted that neither the chair nor the Vice-Chair is permitted to undertake this role.

**Agenda Item 13 – Appointment of Council's Transport Representative:**

The current representative is Rod Davis, who has indicated that he is willing to continue in the role.

**Agenda Item 16– Chairman's Allowance for 2022/23:**

The Chairman's Allowance for 2022/23 has been set at £100 and I see no reason to change that figure for 2022/23.

**Agenda Item 18 - Adoption of Standing Orders and Financial Regulations:**

The agenda for this Annual Meeting was prepared in accordance with the Standing Orders approved at the May 2021 Meeting. Normal practice is to confirm them for another year at this meeting and copies are attached to this report. As the RFO has now retired Para 17 of Standing Orders and Para 1.8 of the Financial Regulations should be amended. The revised wording is:

*The Clerk shall be the Responsible Financial Officer for the Council.*

Members are requested to adopt Standing Orders & Financial Regulations including this amendment.

**Agenda item 18 – Appointment of Internal Auditor:**

As Members are aware, the current Auditor is Peter Richards and in view of his continued excellent service I see no reason to change.

**Agenda Item 19 – Criteria to enable the Council to exercise the General Power of Competence:**

As Members are aware, The General Power of Competence was introduced under the Localism Act 2011. Whereas Local Authorities were previously restricted in what they could finance, the General Power of Competence gives them the power to do anything that individuals can do as long as they do not break other laws. It is intended to be a power of first, not last, resort.

The reason for it appearing on the agenda for the Annual Meeting is that, once a Council decides to adopt the GPoC, which can be done at any meeting, it must pass a resolution at each Annual Meeting to confirm that it still meets the criteria. If it becomes ineligible, it can no longer exercise the GPoC.

There are two criteria:

- At the time the resolution is passed, at least two thirds of the Councillors must have been elected rather than co-opted. At the present time, the Council meets this criterion with 9 Councillors elected at the election on 6<sup>th</sup> May 2021.
- At the time the resolution is passed, the Clerk must hold the Certificate in Local Council Administration (CiLCA) As Members are aware, your Clerk obtained this “Qualified Clerk” status in respect of the GPoC in February 2022. So this criterion is also met.

Members are therefore asked to confirm that the Council meets the criteria to exercise the General Power of Competence.

**Agenda Item 20– Review of the Council’s Asset Register:**

Copy of the Asset Register as at 31st March 2022 is attached.

**Agenda Item 21 – Review of Council’s subscriptions to other bodies:**

Presently the following annual payments are made by the Council:

|                                    |                  |
|------------------------------------|------------------|
| CALC/NALC Subscription             | £813.06          |
| SLCC Subscription                  | £241             |
| Institute of Cemetery Management   | £95.00           |
| Fields in Trust (Formerly NPFA)    | £65.00           |
| Mining Villages Regeneration Group | <u>£100.00</u>   |
| Total                              | <u>£1,314.06</u> |

**Agenda Item 22 – Confirmation of arrangements for insurance cover in respect of all insured risks:**

Insurance cover in respect of assets is detailed in the Asset Register. These values increase each year at renewal in October by a figure based on the CPI.

Other insured risks include:

- Employer's Liability - £10million
- Public Liability - £10million
- Employee Dishonesty - £150,000
- Official's Indemnity - £500,000
- Libel & Slander - £250,000

#### **Agenda Item 23 – Review of the Council's Complaints Procedure:**

A copy of the Council's Complaints Procedure is attached as Appendix 4 to this report. I see no need to amend it at present other than to reflect the fact that it was adopted at this meeting.

#### **Agenda Item 24: Adoption of Code of Conduct**

New Code of Conduct was adopted in May 2022, there have been no changes to this Code.

#### **Agenda Item 25 – Review of the Council's Policy for handling requests made under the Freedom of Information Act 2000:**

A copy of the Procedure for handling requests under the Freedom of Information Act is attached as Appendix 6 to this report. I see no need to amend it at present other than to reflect the fact that it was adopted at this meeting.

#### **Agenda Item 26 - Review of the Council's Policy in respect of the Data Protection Act 2108:**

As Members are well aware, the General Data Protection Regulations (GDPR) were enacted as the Data Protection Act 2018 with effect from 25<sup>th</sup> May 2018. Under these regulations, every organisation must review how it handles personal information and implement a policy whereby it documents how it is handled and processed.

Under the Act, anyone has the right to know what personal information about them is held by an organisation and, if they so wish, to have it removed.

Personal data held by the Parish Council is limited to name, address, telephone number and e-mail address. In other words, nothing that is not readily available elsewhere.

Nevertheless, measures must be taken to safeguard this information and to ensure that personal information, both electronic and hard copy, is handled and stored in compliance with the Act.

A copy of the Policy is attached as Appendix 7 to this report. I see no need to amend it at present other than to reflect the fact that it was adopted at this meeting.

#### **Agenda Item 27 – Review of the Council's Policy for dealing with the Press/Media:**

A copy of the current Policy is attached as Appendix 8 to this report. I see no need to amend it at present other than to reflect the fact that it was adopted at this meeting.

#### **Agenda Item 28 – Review of the Council's Risk Assessments:**

The Overall Risk Assessment has been updated & the remainder have been reviewed.

#### **Agenda Item 29 – Schedule of Meetings for 2021 - 22:**

A copy of this schedule is attached to this this report.

**J E Richards, Clerk/ RFO**  
**9<sup>th</sup> May 2022**