



A-barth Onan Hag Oil Representing One and All

Clerk's Report for the Annual Meeting to be held on 21st May 2024

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 2024/25.** (Agenda Item 16)
4. **To adopt the Standing Orders and Financial Regulations dated May 2023 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 2024/5.** (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, authorised Direct Debits and Regular payments 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 22)
10. **To adopt the Council's Complaints Procedure as presented to the meeting.** (Agenda Item 23)
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 2024/25 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:

To decide if this appointment is still necessary.

Agenda Item 16– Chairman’s Allowance for 2024/25:

The Chairman’s Allowance for 2024/25 was set at £100 and I see no reason to change that figure for 2024/25.

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 2022 Meeting. Normal practice is to confirm them for another year at this meeting and copies are attached to this report.

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 8 Councillors elected at the election on 6th 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 2024 is attached.

Agenda Item 21 – Review of Council’s subscriptions to other bodies, Direct Debits and Regular Payments:

Presently the following Subscriptions , Direct Debits & Regular payments are made by the Council:

Subscriptions		
SLCC Subscription		
Institute of Cemetery Management		£241
Fields in Trust (Formerly NPFA)		£95.00
Mining Villages Regeneration Group		£65.00
Open Spaces Society		<u>£100.00</u>
Open Spaces Society		<u>£45.00</u>
Payments Made by Direct Debit		
PWLB	Loan 2	£694.63 Apr & Oct
	Loan 3	£783.36 Apr & Oct
	Loan 4	£783.37 Sept & Mar
ICO GDPR/Data Protection Fee		£35.00
Everflow – Water Charges		Monthly as billed
Corona Energy - Electricity		Monthly as billed
Microsoft Office 365		£79.99 April
Seuz – Waste Collection		Monthly as billed
Regular Payments		
Clerk’s Salary & Working from Home Allowance		15 th of each Month (or nearest working day) Payment in accordance with agreed Salary and calculated by HMRC ‘Basic PAYE Tools’
Environmental Maintenance Contract		Monthly £2,687.93

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 25th 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 2024 - 25:

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

J E Richards, Clerk/ RFO
14th May 2024