

**Minutes of the Extraordinary Parish Council Meeting held Tuesday 22<sup>nd</sup> May 2018 at 6pm  
The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Andrew Gough (Chairman), Cllr Paul Berrisford, Cllr Colin Starke, Cllr Jane Stone, Cllr Charles Wardle.

IN ATTENDANCE: Averil Marczak (Clerk),

**3441. APOLOGIES FOR ABSENCE**

Apologies were noted from Cllr John Boot, Cllr Margaret Briggs, Cllr John Charles-Jones, Cllr Patrick Smith, Cllr Jan Turton and Cllr Pat Woodfield.

**3442. DECLARATIONS OF INTEREST**

As registered.

**3443. INTERNAL CONTROL / INTERNAL AUDITOR'S REPORT**

The internal auditor's assessment of the PC's performance against internal control objectives was considered. It was noted that no petty cash had been used in 2017/18; any expenses had been refunded against receipts. The internal audit report recommended a review of building insurance values and a rolling review of policies.

Members were satisfied that the PC had met its internal control objectives.

**3444. ANNUAL GOVERNANCE STATEMENT 2017/18**

The Chairman read out the 9 lines of the Annual Governance Statement in turn. It was resolved to respond "yes" to all statements and to approve the Annual Governance Statement (proposed Cllr Gough, seconded Cllr Berrisford). The Chairman and Clerk signed and dated page 4 of the AGAR for return to the auditor.

**3445. ACCOUNTING STATEMENTS 2017/18**

The Accounting Statements were considered. It was resolved to approve the Accounting Statements (proposed Cllr Gough, seconded Cllr Berrisford). The Chairman signed and dated page 5 of the AGAR for return to the auditor.

**3446. ASSET REGISTER & VALUATION PRINCIPLE**

The detail of the asset register was reviewed. It was noted that the value of fixed assets had increased following the installation of new play equipment. It was agreed to continue with the following basis for valuation: assets purchased since 2014 to be recorded at acquisition cost; buildings, their contents and street furniture (predating 2014) to be recorded at 2014 insurance value; the playing field, cemetery and pinfold to be valued at £1 (historic principle).

**3447. GENERAL DATA PROTECTION REGULATION (GDPR)**

The following documents and policies based on SLCC templates were adopted to meet the new data protection requirements of GDPR: Information & Data Protection Policy; Document Retention & Disposal Policy; Management of Transferable Data Policy; Privacy Notices; Consent Forms; Privacy Impact Assessment Procedure; Subject Access Request Form; Data Breach Reporting Form. It was agreed that new @woodboroughpc email addresses should be set up for all members for use for PC business.

**3448. STANDING ORDERS**

The Standing Orders were reviewed. The Clerk had pre-circulated a draft, based on NALC's Model Standing Orders 2018, which contained amended wording to comply with recent legislation regarding data protection (GDPR), the right to report at meetings and the Public Contracts Regulations. It was resolved to adopt the regulations as pre-circulated.

**3449. FINANCIAL REGULATIONS**

The Financial Regulations were reviewed. The Clerk had pre-circulated a draft containing amended wording regarding the Public Contracts Regulations (in line with NALC's model Standing Orders). It was resolved to adopt the regulations as pre-circulated.

**3450. HAGS OUTSTANDING WORKS & INVOICE**

HAGS' contractors had carried out corrective works according to the agreed schedule. It was noted that the following needed further correction: damage to the block paved entrance caused by lorry delivering topsoil; some turf laid on grass and some on mulch; one of the poles in the fort was loose; the roundabout was not rotating. It was resolved to make an immediate payment of £10,000 to HAGS, leaving an outstanding balance of £6,924.80.

**3451. CLERK'S OVERTIME**

*CONFIDENTIAL ITEM*

**3452. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as 12<sup>th</sup> June 2018 at 7pm.

The meeting finished at 6.25pm.