



# Minutes of the Monthly Meeting of Slaley Parish Council

## Held on Monday 19<sup>th</sup> May 2024 at 7.00pm

### In Slaley Commemoration Hall

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#### **Present**

Councillor Anne Livesey, Councillor Julie Cole, Councillor Michael Ogle, Councillor Nicole Dean, and County Councillor Colin Horncastle.

#### **In attendance**

Parish Clerk - Samantha Dalglish.

#### **1. Election of Chair.**

Councillor Livesey was proposed by Councillor Cole and seconded by Councillor Ogle. There being no further nominations, Councillor Livesey was duly elected Chair, and the Declaration of Acceptance of Office was signed.

#### **2. Election Vice Chair.**

Councillor Cole was proposed by Councillor Livesey and seconded by Councillor Dean. There being no further nominations, Councillor Cole was duly elected Vice Chair and the Declaration of Acceptance of Office was signed.

#### **3. Apologies for Absence.**

None.

#### **4. Members Disclosure of Interests.**

The Parish Councillors present each submitted their 'Members' and co-opted members' disclosable pecuniary and other interests' forms.

#### **5. Agreeing the minutes of the last meeting.**

This could not be ratified due to non-attendance at the last meeting dated June 10<sup>th</sup>, 2024, so minutes will remain in draft form.

#### **6. Adopt Code of Conduct.**

Councillor Livesey proposed the adoption of the Code of Conduct for the current year, and this was seconded by Councillor Cole.

**7. Adopt Standing Orders.**

Councillor Livesey proposed the adoption of the Standing Orders for the current year, and this was seconded by Councillor Cole.

**8. Adopt Data Protection Policy.**

Councillor Livesey proposed the adoption of the Data Protection Policy for the current year, and this was seconded by Councillor Cole.

**9. Adopt Grants Policy.\***

Councillor Livesey proposed the adoption of the Grants Policy for the current year, and this was seconded by Councillor Cole.

*\*The grants process will be reassessed after the AGAR is finalised and the 2025-2026 budget is established.*

**10. Adopt Advertising Policy.**

Councillor Livesey proposed the adoption of the Advertising Policy for the current year, and this was seconded by Councillor Cole.

**NOTE:** It was noted that there is no active Financial Procedure Policy in place.

**ACTION:** Councillor Livesey will develop a Financial Procedure Policy for review and amendment at the next Parish Council meeting.

**11. Fulfilling Volunteer Roles.**

- a. Volunteer Councillor to represent the Parish Council on the Commemoration Hall Committee and hold the Key to Community Notice Board<sup>1</sup> - Councillor Ogle.
- b. Volunteer Councillor to prepare brief for Slaley News of Parish Council business - Councillor Livesey.
- c. Volunteer Councillor to be custodian of the Defibrillator – Councillor Cole.
- d. Volunteer Councillor to manage social media activity<sup>2</sup> - Councillor Dean.
- e. Volunteer Councillor to manage Parish website<sup>3</sup> – Parish Clerk under direction from Slaley Parish Councillors and other local organisations.
- f. Volunteer Councillor to act as emergency contact for Community Play Area and as liaison to the Slaley School<sup>4</sup> - Councillor Dean.

1. *Amended to add custodianship of the Community Notice Board Key.*

2. *Social media representation to be investigated for access and authenticity.*

3. *Parish website content and accuracy, and collaboration with local community organisations to be added to next agenda for discussion.*

4. *Amended to add volunteer position of liaison to the Slaley School.*

**12. Formation of Sub-Committees.**

It was agreed that, at this stage, sub-committees would only be formed for specific areas of concerns as they arise. It was also agreed, as per our constitution, that parishioners can be co-opted to sub-committees to assist with the shortage of Councillors for these areas of concern as they arise.

**13. Review and Approve Annual Risk Assessment (Last Reviewed April 2024).**

Due to the events over the past ten months, this item was pushed to the June Agenda for detailed discussion.

**14. Review and Approve the Yearly Planner.**

It was agreed to use the previous yearly planner as a guide to inform a yearly planner that will be developed over the next year as issues arise.

**15. Review Banking Arrangements.**

This will be reviewed in three (3) months, after the AGAR, the year-end accounts, the precept and budget forecast have been established.

**16. Year End Accounts.**

The internal audit is underway and the 2024/25 year end accounts will be produced once this is completed.

**17. To complete the Annual Return for the year ending 31<sup>st</sup> March 2025 and the Annual Governance and Accountability Return (AGAR).**

The internal audit is underway, and the Annual Return and AGAR will be produced once this is completed.

**18. To determine dates, time and place of the Slaley Parish Council meetings for 2025/2026.**

It was agreed that the monthly meetings for 2025/26 will take place on the 3<sup>rd</sup> Monday of the month, at 7pm in the meeting room at the Slaley Commemoration Hall until advised otherwise.

**19. Any Other Business (not on Agenda)**

- Two Councillor vacancies on Slaley Parish Council remain empty and efforts need to be made to co-opt additional parishioners to these roles.
  - Councillor Ogle will contact parishioners who have previously expressed an interest in the role to gauge continuing interest.
- It was reported that the usual grass cutting had not been discharged.
  - Parish Clerk will contact Procut and check grass cutting contract.

- A smashed traffic mirror at the west end of Lead Road was reported.
  - Parish Clerk will contact the owner for permission to reinstall and source mirror for purchase.
  
- Adoption of Wooley Grange into the Highways Road network.
  - Pushed to June Agenda for discussion.
  
- Playground inspections ceased while the Council was inquorate and need to be reinstated.
  - Parish Clerk will contact County Council to reinstate.

***There being no further business, the meeting was closed at 8.30pm***