



## North Luffenham Parish Council

All Councillors are summoned to an Extraordinary Parish Council Meeting on **Thursday 10th May 2018** at **7.30pm** in the **North Luffenham School Hub**

**The public may attend the meeting but there will be no Public Forum**

### **Agenda**

11/18 Apologies

12/18 Declarations of Interest

13/18. To note Internal Audit Report FYE 2107/18 produced by Lamin & White and to consider any actions required to be taken forward.

14/18. To advise completion of Clerk handover Ashpole / Willoughby. Confirm key stakeholders notified of change of contact including External Auditor & HSBC. To note provisional bookings for LRALC Clerk1, 2 and 3 training in Sept / Oct 18. Verbal Report – Clerk.

15/18. Chairman's Report:

- a. St George's Barracks Development (Short verbal update)
- b. Arrangements for Parish Briefing - 16th May 18
- c. Arrangements for Annual Parish Council Meeting – Mon 21 May 18
  - Clerical Support - Minutes
  - Agenda Items

16/18. **Finance:** Seek approval for expenditure of:

- a. D Malley annual payment for provision of payroll service 2018/19: £69
- b. NALC/LRALC Annual Membership 2018/19: £223.24
- c. Lamin & White Internal Audit Invoice: £140 plus VAT (recoverable), total £168
- d. LRALC Clerk 1, 2 & 3 training sessions at £40 (VAT nil) each (member rate), total: £120
- e. RCC amended street light invoice 9108245 dated 12 Mar 18 for FY £551.78 (attached)
- f. To seek approval to authorise 1% increase to Parish Clerk's pay scale as per NALC Briefing E01-18 2017-18 backdated to 01/04/2017
- g. To note Siptgate phone account No: 01780 408288 balance currently at £8.16 – initial £10 paid by Cllr Burrows in 2017.

17/18. Village Day 2018 – Cllr Cummings (Brief attached)

- a. Confirm format for the day
- b. Review Programme / Administration (Attached)
- b. Seek approval for expenditure of **up to £310:**

Item	Expenditure
Events Licence – RCC	£21
Prizes (Rosettes - £32/Basketballs - £6 Minor Prizes (Sweets) - £12	£50
Hazard Tape (Screwfix)	£14
Teas (Contingency in case of cancellation / non sale)	£100
BBQ (Contingency in case of cancellation / non sale)	£50
Contingency	£75
<b>Total – (Event Budget £500)</b>	<b>£310.00</b>

18/18. General Data Protection Regulations (GDPR). Review / adoption of NLPC documentation (Reference: LRALC GDPR Next Steps):

- Privacy Notice: Councillors and Staff
- General Privacy Notice: Public
- Data Protection Policy
- Subject Access Request (SAR) Policy
- Data Breach Policy
- NLPC GDPR Policy

Dates of next meetings (Mondays):

- a. Annual Parish Council meeting, 21<sup>st</sup> May 2018
- b. Parish Council Meeting – 2 Jul 18

PBG Cummings  
Parish Council Chairman  
3rd May 2018

Attachments:

Village Day Instruction / Programme  
Invoice - RCC Street Light  
GDPR Documentation (Noted above) – 6 x Documents

Attachments to follow:

Internal Audit Report  
Invoice – D Malley  
Invoice NALC / LRALC Subscription