

STOW LONGA PARISH COUNCIL

CHAIRMAN: Michael Hayes

Clerk to the Council: -
Ms Ramune Mimiene
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12 July 2018

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Wednesday 18 July 2018** at **8.00** in St Botolph's Church, to deal with the following business:

Public and Press are invited to attend

NOTICE and AGENDA

1. **Apologies for absence**
2. **Declarations of Interest in relation to any Agenda item**
3. **Public Open Forum**
4. **To approve Minutes of Annual Parish Council Meeting held 20 June 2018**
5. **Matters arising from the minutes (not on the agenda)**
6. **Planning**
7. **Finance**
 - 7.1 To further consider Internet banking, Cllr MGH
 - 7.2 To Note Internal Auditor report, circulated to PC prior to the meeting
 - 7.3 Cashbook for 2018/19 – updated cashbook, Income against Expenditure and Bank Reconciliation for Q1 circulated to PC
 - 7.4 To Consider the Transparency funding spending
 - 7.5 To Consider CIL spending
 - 7.6 To Approve 18 Jul 18 expenditure:

Date	Cheque No.	Payee and Description	Amount
18 Jul 18	442	SLCC: Contribution towards the membership, total amount is £185, SLPC contribution according to the % hrs contacted is 7.78%	£14.39
18 Jul 18	443	Ramune Mimiene Expenses Jul 18, full list presented	£25.32
18 Jul 18	444	CGM: Grounds maintenance for a month Jun 18	£42.00 (of which VAT 7.00)
18 Jul 18	445	HDC: Uncontested Election 3 May 18	£75.00
		Total Jul 18 Expenditure:	£156.71

8. **To Approve Councillor Responsibilities**
9. **To Consider Registration with the Information Commissioner (ICO) for Data Protection**
10. **Parish Council website: Re-structure of the PC Website: Clerk met with ex Councillor J Young. PC to discuss the updated website which has different categories now. The future lay-out and design of the website. Councillors to create their accounts on the website as at the moment only Clerk has access to the website updates.**
11. **To Review PC Code of Conduct**
12. **Signage on the Village Green**
13. **GDPR: To consider the approval of the required documents, consent forms, privacy notice and other documents:**
 - 13.1 Social Media and Electronic Communication Policy

STOW LONGA PARISH COUNCIL

CHAIRMAN: Michael Hayes

- 13.2 Information & Data protection Policy
- 13.3 List of documents for Retention or Disposal
- 13.4 Subject Access Request Form
- 13.5 Consent Form
- 13.6 Privacy Notice Staff, Councillors and Role Holders
- 13.7 General Privacy Notice
- 13.8 Data Audit Schedule/ Mapping
- 13.9 Cyber Security Checklist
- 13.10 Security Incident Response Policy
- 14. To review and approve Policy documents –**
 - 14.1 Financial Regulations (new model adopted in May 2017) as amended
 - 14.2 New Model of Standing orders (includes GDPR) 2018 as amended
- 15. To Consider Pensions Regulator**
- 16. Assets and infrastructure**
 - 16.1 Health and Safety - to consider any new problems (quarterly inspection by Cllr M Allen).
 - 16.2 Stow Longa Post box installed
- 17. To receive PCC update on Eco Toilet**
- 18. Highways, byways, footpaths**
 - 18.1 Highways issues – Highway resurfacing - Cllr S Humfryes
 - 18.2 Grass cutting issues this season – PC to consider either renegotiating the contract or cancelling the contract. The large area has been cut twice and the smaller area once, Cllr S Humfryes
- 19. To review progress of current projects – Appendix**
- 20. Correspondence**
- 21. To Consider training for a Clerk and Councillors, outcome**
- 22. Councillors' questions/Any other business**

Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.
- 23. Date of the next meeting:** Scheduled 19 Sep 18.

Signed (Clerk) Ramune Mimiene



Date: 12 Jul 2018