

CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the Meeting of the F & GP Committee held on 27 November 2018 in the Annexe of the Town Hall, Chapel-en-le-Frith.

Present: Councillors J Brook, FP Harrison, C Lawley, Mrs M Morrison and Mrs J Street

In Attendance: Mrs SE Stockdale – Clerk to the Council
Councillor J Adshead

Apologies: Councillor T Norton, M Smith and S Young.

19/231 Election of Chairman

Councillor FP Harrison proposed and Councillor J Brook seconded that Councillor Mrs J Street be elected as Chairman for until the next annual meeting of the Council.

RESOLVED: That Councillor Mrs J Street be elected as Chairman until the next annual meeting of the Council

19/232 Grants

The Clerk reported that following a question from a resident in the Open Forum at the November Full Council meeting regarding the request for Audited Accounts to accompany grant applications that advice had been sought.

The Internal Auditor advised that the Council must be satisfied that local groups are not asking for money that they do not need. In the case of small groups who do not have annual accounts, good practice would be to ask for sight of 3 months bank statements.

The Derbyshire Association of Local Councils concurred with the view of the Internal Auditor and also suggested that the Council could ask for a statement as to the proposed activity, budget and sources of other income.

It was agreed that for future grant applications accounts will be requested and if they are not available 3 month bank statements.

Councillor Brook and Mrs Morrison declared a non-pecuniary interest in the application from 1st Chapel-en-le-Frith Girls Brigade.

The Committee considered six applications and the following grants were agreed:

A grant of free use of the Town Hall for Lent Lunches in 2019 to be covered by the Chairman's grant allowance.

A grant of £110 to 1st Chapel-en-le-Frith Girls Brigade towards their camp in 2019.

A grant of £500 to Buxton Mountain Rescue Team who have their headquarters in Dove Holes.

The Clerk was asked to seek further information from Chapel-en-le-Frith Community Group to enable a decision to be made on their application.

19/233 NALC Legal Topic Note 5 – Parish and Community Meetings

Members were circulated with a copy of the legal topic note with regard to the recording and filming of Council Meetings together with advice from DALC.

It was agreed that the following protocol be added to the Councils Standing Orders:

“Members of the public may attend all meetings subject only to the exceptions in these rules.

Members of the public may record any part of a meeting, unless excluded by these rules, by filming, photographing or making an audio recording of proceedings or by using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later. Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting. It is not permitted for oral commentary to be provided during a meeting as this would be disruptive to the good order of the meeting.”

It was also agreed that should filming of meetings take place the Chairman should advise that respect should be given to members of the public present.

19/234 Policies

The following Policies were reviewed and amendments made:

- **Standing Orders**
Amended to include recording and filming of meetings protocol.
- **Financial Regulations**
No amendments were made.
- **Staff Disciplinary Policy**
No amendments were made.
- **Staff Grievance Policy**
No amendments were made.
- **Capability Policy**
No amendments were made.

- **Attendance Policy**
No amendments were made.
- **Equality and Diversity Policy**
Amended to correct grammatical errors.
- **Communications Policy**
No amendments were made.
- **Compassionate Leave Policy**
Amended to say that Compassionate leave will be reserved for close family bereavement and maybe widened at the Councils discretion.
- **Data Protection Policy**
No amendments were made.

19/235 Risk Assessments

The Committee reviewed the Management Risk Assessments which will form part of the Internal and External Audit.

It was noted that all Risk Assessments relating to events need to be signed to confirm that they have been read by all involved.

19/236 Insurance Update

The Clerk was asked to confirm with the Council Insurance Brokers that the business description is accurate in accordance with the Insurance Act 2015.

19/237 External Audit

The Clerk reported that the External Auditor has asked that the fixed asset figure on the Annual Return is restated to include play equipment purchased in the financial year 2017/18.

There being no further business the Chairman declared the meeting closed at 20.15 hours.

CHAIRMAN

