



HELMDDON PARISH COUNCIL

COUNCIL MEETING



All Councillors are summoned to the Ordinary Meeting of Helmdon Parish Council to be held in the Reading Room, Church Street, Helmdon, NN13 5QJ on **Wednesday 23rd May, 2018**. This meeting is preceded by the Annual Meeting at 7:30pm.

Members of the public and press are welcome to attend this meeting. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting

AGENDA

1. Apologies for absence
2. Declarations of Interest
3. Approval and signature of the minutes of the meeting of 28th March, 2018
4. Matters arising
5. To fill by co-option the two casual vacancies on the Council
6. Open Forum
7. To receive an update regarding flooding related issues.
8. To receive the Clerk's report
9. To receive an update on the Speed Radar
10. Finance:
 - a. To receive the Financial statement: note payments received and consider invoices to be paid
 - b. To receive an update on the Finance Committee meeting of 10th May, 2018 and to consider any recommendations
 - c. To consider the Clerk's amendments to the Asset Register
 - d. Bank Reconciliation: to close off accounts for y/e 31st March 2018
 - e. Annual Return: to receive a report from the Internal Auditor
 - f. Annual Return: consideration and approval of the Annual Governance Statement
 - g. Annual Return: approval of the Statement of Accounts and explanation of variances
 - h. Annual Return: approval and signature of the Certificate of Exemption
 - i. To note the commencement date for the Period of the Exercise of Public Rights
11. To review and approve the following documents:
 - a. Financial Regulations
 - b. Standing Orders
 - c. System of Internal Control
 - d. Risk Assessment
 - e. Internal Controls Checklist
 - f. Expenses Policy
12. To consider the applications to the Small Grants Program 2018 and allocate grant funds
13. To consider renewal of the Clerk's membership of the Society of Local Council Clerks (SLCC)
14. To receive a report from the Helmdon.com Webmaster and an update from the website working group
15. General Data Protection Regulations:
 - a. To adopt the GDPR Data Map
 - b. To adopt the following documents:
 - i. Data Protection Policy
 - ii. Subject Access Request Procedure
 - iii. Data Breach Policy

- iv. Records Retention Policy
 - v. Privacy Notices
 - c. To approve the appointment of Northants CALC as the Council's Data Protection Officer (DPO)
 - d. To resolve to register with the ICO and approve payment for the Data Protection Fee
 - e. To receive completed Security Compliance checklists from Councillors
16. Consideration of a preliminary planning application for proposed sports pavilion/village hall
 17. Consideration of response to Reading Room cottage tenancy agreement
 18. To receive an update from the Station Road/The Green land transfer working group
 19. To review the recent Annual Parish Meeting
 20. To consider plans for the War is Over celebrations
 21. To note the decisions of the Planning Committee since 28th March, 2018
 22. Councillor questions
 23. Close

Signed _____ Dated _____

Helen du Bois, Parish Clerk

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