**Waltham on the Wolds and Thorpe Arnold Parish Council.**  
**Extraordinary Council Meeting**  
**Waltham Village Hall, 19:00**  
**28th March 2019**

Present:  
Cllr A Lovegrove (Chair)(AL), Cllr M Lusty (Deputy Chair)(ML) Cllr A Skirrow (AS), Cllr M Mills (MM), Cllr G Hulland (GH), Parish Clerk. J Fieldhouse-Allen.

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<th>Item</th>
<th>Detail</th>
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<tr>
<td>221.1819</td>
<td>To receive and approve apologies for absence. Apologies received from Cllr L Roy</td>
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<td><strong>APPROVED</strong></td>
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<td>222.1819</td>
<td>To receive declarations of interest: both pecuniary and personal on matters in the agenda.</td>
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<td><strong>NONE</strong></td>
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| 223.1819 | To review and if necessary, amend Standing Orders.  
Proposed the version suggested by Cllr M Mills be accepted. |
| | **APPROVED** |
| 224.1819 | To review and if necessary, amend Risk Assessment  
Proposed the risk assessment presented be accepted. |
| | **APPROVED** |
| 225.1819 | To review and if necessary, amend Data Breech Policy.  
Proposed the Data Breech Policy presented be accepted. |
| | **APPROVED** |
| 226.1819 | To review and if necessary, amend Data Protection Policy.  
Proposed the Data Protection Policy presented be accepted. |
| | **APPROVED** |
| 227.1819 | To review and if necessary, amend GDPR Data Audit.  
Proposed the GDPR Data Audit presented be accepted with the inclusion of an additional audit every six months. |
| | **APPROVED** |
| 228.1819 | To review and if necessary, amend General Privacy Notice.  
Proposed the General Privacy Notice presented be accepted. |
| | **APPROVED** |
| 229.1819 | To review and if necessary, amend Role Holders Privacy Statement.  
Proposed the risk assessment presented be accepted. |
| | **APPROVED** |
230.1819 To review and if necessary, amend Subject Access Requests Procedure. Proposed the Subject Access Requests Procedure presented be accepted. APPROVED

231.1819 To review the current banking arrangements and consider using internet banking for account review and certain payments where cheques are not an acceptable form of payment. Proposed that internet banking arrangements be made to enable easy account review and for payments where cheques are unsuitable. APPROVED

232.1819 To review and if necessary, amend Financial Regulations to incorporate new procedures for internet banking and payments where cheques are not an acceptable form of payment. Proposed the Financial Regulations be accepted with councillors amendment as suggested. APPROVED

233.1819 To review and if necessary, amend Recording of Meetings Policy. Proposed the Recording of Meetings Policy presented be accepted APPROVED

234.1819 To consider introducing a Code of Conduct. Proposed the Code of conduct document presented be accepted with addition of a statement explaining that the Code of Conduct must be read in conjunction with the Standing Orders and the Financial Regulations. APPROVED

235.1819 To consider introducing a Dignity at work Policy. This policy was seen as unnecessary by the council as all issues are covered in other policies.

236.1819 To consider introducing a Model Publication Scheme. Proposed the Model Publication Scheme presented be accepted. APPROVED

237.1819 To consider introducing a Statement of Internal Control. Proposed the Statement of Internal Control presented be accepted. APPROVED

238a.1819 To consider introducing a Complaints Procedure. Proposed the Complaints Procedure presented be accepted. APPROVED

238b.1819 To consider introducing an Equal Opportunities Policy. Proposed the Equal Opportunities Policy presented be accepted. APPROVED

239.1819 To consider introducing a Reserves Policy. Proposed the Reserves Policy presented be accepted. APPROVED
240.1819 To consider the advice regarding the village hall car park proposal and decide if and how the parish council can be involved. The Parish Council would like to help with the improvements to the car park and from the information gathered this would be possible through a lease premium. Because the lease for the village hall is still incomplete it is not possible for the PC to do anything at this time.

Proposed consideration should be given to a lease premium to assist with the car park improvements after the new lease has been signed.

APPROVED

241.1819 To consider a package of improvements to road safety on the A607 Waltham on the Wolds to be proposed to Leicestershire County Council Highways Department for their approval.

Proposed that the Road Safety Improvement Package as presented should be delivered with a letter to Leicestershire CC for them to action with the S106 monies soon to be available.

APPROVED

242.1819 To consider introducing a Health and Safety Policy
Proposed the Health and Safety Policy presented be accepted.

APPROVED

243.1819 To consider going into closed session to discuss staffing issues.
NOT REQUIRED AS NO MEMBERS OF THE PUBLIC PRESENT.

244.1819 To consider introducing a Discipline Policy
Proposed the Discipline Policy presented be accepted with the amendments suggested.

APPROVED

245.1819 To consider changes to the Clerks contract, terms and conditions and working hours.
No changes were agreed but the Clerk was asked to research the welfare at work aspects of his job and his existing contract through the Society of Local Council Clerks. The outcome to be reported to council within 2 months

Meeting Closed 21.35