

Tattingstone Parish Council

Minutes of extraordinary meeting: 25th March 2021 at 7.30pm 2021 via Zoom

Present: Cllrs. Wood [Chair], Mendel, Clarke, Page, Wills, Tweedy

Item		Detail	Action
1	Apologies for absence	Cllr Clark – Previous engagement Cllr Hawes - health	
2	Declaration of interest	none	
3	To review documents	<p>The meeting was passed to Cllr Page. He and the Clerk/RFO had attended a presentation by SALC about requirements for the Audit 2020/2021.</p> <p>A number of documents needed to be either amended or added to the Parish Council website. Cllr Page had worked with the Clerk to review, or amend all the necessary documents. All documents had been circulated to councillors before the meeting.</p> <p>Each document was presented to council in turn.</p> <ul style="list-style-type: none">• Financial regulations• Standing orders• Code of conduct• Coronavirus risk assessment• Financial risk Assessment• Data protection policy• Internal control statement• General Parish risk assessment• Asset Register• Staff appraisal review policy• Contributions policy• GDPR statement• Health safety policy• Complaints policy	

		<p>After a short discussion it was agreed to put forward the motion to accept all documents as correct. They would be reviewed annually on a rolling programme.</p> <p>A proposal was made to accept all documents as the regulations and policies of Tattingstone Parish Council.</p> <p>Proposed: Cllr. Page Seconded: Cllr Wood. Carried unanimously</p> <p>These will all be displayed on the parish Council website, www.tattingstoneparishcouncil.co.uk</p>	
4	To appoint councillor to the position of Bank reconciliation and internal audit councillor	<p>It was proposed that Cllr. Page be appointed to this position.</p> <p>Proposed: Cllr Wood Seconded: Cllr Mendel Carried unanimously</p> <p>He would review all accounts on a quarterly basis and report back to the Council.</p>	
5	Any other urgent business	None	
Meeting closed at 8.15pm			