

DALSTON PARISH COUNCIL

Forge Green
Dalston
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Minutes of the Policy and Resources Committee Meeting held at Forge Green, on Tuesday 20th September 2016 at 7.15pm.

S. Milburn (Clerk)

Present

Cllr Byers Cllr Baxter Cllr Craig Cllr Drouet Cllr Kyle
Cllr Smith

1. Apologies

Apologies were received from Cllr Dalton.

2. Minutes

The minutes of the Policy and Resources Committee meeting held on 27th June 2016 were approved and signed by Cllr Byers as a true record.

3. Declarations of Interest

There were no declarations of interest.

4. Public Participation

There were no members of the public present.

5. Financial Regulation Update – Cllr Smith

Based on the NALC financial regulations Cllr Smith updated Dalston's regulations ensuring that any amendments were relevant to the parish. Amendments / additions included:-

- Confirmation that the financial regulations have been fully complied with must be confirmed by the internal auditor.
- It was requested that the internal auditor address the Parish Council at the appropriate Parish Council meeting, giving a full audit report. This should be reported to parishioners at the Annual General Meeting.
- In relation to the budget it was requested that subcommittees produce outline budget projections for the RFO and full council.
- It was resolved to look 5 years ahead when addressing the budget; ensuring that the precept is looked at in detail for this period.
- It was requested that an amendment was made to the wording in the regulations. The wording on page 7, number 3.2 is to be altered to the Dalston In Bloom and Neighbourhood Plan Steering Group.

The financial regulations are to be put onto the agenda of the next Parish Council meeting on the 11th October 2016, for adoption.

Cllr Byers thanked Cllr Smith for reviewing and updating the financial regulations.

6. To Implement Cemetery Policies

Following discussion, the Policy & Resources Committees decisions are encapsulated in this suggested addition to the website: (after Memorials section):-

- **Plaques, Photos, Flowers and Maintenance**

Plaques and Photos are discouraged on headstones and must be discreet and no larger than 6x4 inches.

Flowers should be removed when past their best and within 21 days. The Parish Council reserve the right to remove items not in keeping with the air of respectfulness and tranquillity that we endeavour to maintain within the cemetery.

- It was recommended that any future cremated remains area has upright small headstones for ease of maintenance.
- It was stated that it is the Parish Councils responsibility to protect the cemetery against flooding.
- The Clerk is to ensure the above information is added to the Dalston website and Cemetery Fees 2016.

7. Review Fishing Licences / Post Card Prices

- It was resolved that the charge for fishing permits for the river Caldew (for use between The White Bridge and Hawksdale Bridge) remain the same:-

Resident's season permit	£10.00
Resident's season permit – Junior (under 16)	£5.00
Visitor's daily permit	£3.00
Visitor's daily permit –Junior (under 16)	£1.00
Visitor's weekly permit	£5.00
Visitor's weekly permit – Junior (under 16)	£2.00
- It was resolved that post cards should be sold for 50p. Clerk to speak to Suzie Bou to ask if she would like to sell them as well as the post office.

8. Health & Safety Risk Assessments

A Health & Safety Policy and a Risk Management Policy is to be produced and will be discussed at the next P&R meeting. The Risk Management Policy will include risk assessments for Forge Green including the necessary fire checks and procedures.

The Clerk is to arrange for the fire extinguishers to be serviced.

9. Review Document Retention Policy

The retention policy was emailed to councillors prior to the meeting. The document was read and amendments made. A copy of the document will be sent to the full Parish Council for ratification on 11th October 2016..

It was requested that all documentation relating to the Kingsway project is kept indefinitely.

The Clerk is to implement a complaint book similar to the current declaration of interest book.

Any new documentation / information must be added to the list accordingly.

10. Councillor Matters

- Councillors resolved to exclude the Clerks / RFO HMRC payments for NI and PAYE from the monthly Parish Council minutes.
- The Clerk was asked to produce a month by month list of tasks / duties, detailing exactly when certain jobs need to be completed.

Dates of Forthcoming Meetings

Next meeting of The Parish Council to take place on 11th October at Forge Green at 7.15pm

Policy & Resource Meeting Dates for 2016:- 31st October 7.15pm at Forge Green.

Property & Maintenance Meeting dates for 2016:- 25th October at Forge Green at 7.15pm.

The meeting closed at 9pm.