

LITTLE ABINGTON PARISH COUNCIL

Recommendations from Compliance Working Group meeting held on 11 October.

1. **Village maintenance contract.** RA and Clerk will meet Mr King to discuss contractual arrangements and pricing.
2. **Meeting frequency.** The possibility of meeting alternate months was considered. Although it would enable the parish council to fulfil its statutory obligations it was felt there were more advantages in continuing with monthly meetings to enable timely decision-making.
Recommend keep to monthly meeting schedule but consider options for improving time management such as timed agendas
3. **Council award scheme.** The Clerk confirmed the majority of the criteria for the Foundation Award could already be met. The Clerk's CPD programme and parish councillor training were potential weaknesses. There would need to be good evidence of effective public engagement.
Recommended submitting application in 2019-20
4. **Financial management.**
 - **Half-year report.** No significant concerns.
 - **Draft 2019-20 budget plan** discussed. Still some gaps to complete - Abington Recreation Ground Committee, costs of hall hire, any joint schemes with GAPC and other local parish councils, Uttlesford fighting fund? and decisions required by LAPC. Is £100 annual contribution to youth initiatives still appropriate?
 - **Recommend** Clerk to research Bobby scheme. Is an annual donation still appropriate? Should it be increased?
 - Parish/ community nurse. All 7 parish councils in the Granta Vale contribute towards the scheme to varying extents. **Recommend** LAPC's £1000 seems about right.
 - **Recommend** 1% percent increase in precept looks acceptable with projected level of reserves.
5. **Risk management.**
 - **Risk register reviewed.** Some updates but no significant changes in the risk level except:
 - Millennium Bridge urgent need to arrange inspection. RLP is not responsive. Does the footway over the bridge need resurfacing?
 - Clarity on website security still required.
 - Noted need for all parish councillors to be aware of implications of Freedom of Information Act
 - Annual audit return - risk reduced but low anyway,
 - Code of Conduct noted one parish council still not completed Register of Interests or Acceptance of Office.
 - Discussed need to keep the risk register "live" e.g. tree risks, Millennium Bridge and any issues noted at time of inspection.
 - **Assets inspection. recommend** formal/documented checks six monthly (year end and September-given insurance renewal 1October). Most probably checked informally more often. **Action** CLERK to write checklists {Noted insurance company envisaged foot paths would be inspected weekly}.
 - **Freedom of Information. Recommend** Clerk to research and then consider providing some policy or guidance on good practice.
6. **GDPR/document retention**

- **GDR DPO functions** CAPALC have sent information about their GDPR membership scheme. Annual fee £25. Some queries about “optional extras”. **Recommendation** Clerk to raise at CAPALC pop in café.
- **LAPC GDPR action plan.** Plan is based on the template in the NALC toolkit. There are some queries related to what the CAPLC membership scheme and need some guidance but a good starting point. The majority should be in place by April 2019. **Recommendation** LAPC to support the plan as a draft/ working document. **Recommend** In the absence of any funding from NALC lockable, fireproof filing cabinets/ cupboards should be purchased before the end of the financial year. (est £300)
- **Document Management Policy.** Sutton PC provides a good template but there are some omissions, Clerk found another policy which includes a template for cataloguing. **Recommended** Clerk tailor LAPC policy based on existing templates.

7. **Clerk’s job description and hours.** **Recommend** if monthly meetings are to continue the clerk’s hours should be increased to 7 per week with immediate effect. **Recommend** 2016 contract to be reviewed to reflect changes in national pay scales/ locally agreed travel expenses and minor mods in role outline.

Date of next meeting to be agreed.