

ULLESTHORPE PARISH COUNCIL

Minutes of the Extraordinary Meeting of Ullesthorpe Parish Council held in Ullesthorpe Village Hall on 24th April 2023 at 7.30pm

Present Councillors: Simon Smith, Nick Mooney and Julie Kavanagh.

In attendance: Katherine Clarke (Parish Clerk)

23-069 To receive Apologies for Absence

Apologies for absence received from County and District Cllr. Rosita Page.

23-070 To receive Declarations of Members' Interests on items on the

Members are asked to declare personal interests in any item on the agenda. Members are reminded that the Code of Conduct which took effect from 7 August 2012 provides that they should declare the existence and nature of their personal interest at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is prejudicial, they should withdraw from the room and not seek improperly to influence a decision about that matter.

- Cllr. Smith declared an interest in any matters relating to the Joint Burial Committee as he is the UPC representative on the Board.
- Cllr. Kavanagh declared an interest in any matters relating to the Playing Fields Association as she is a Trustee.

23-071 To sign as accurate the minutes of the meeting held on 3rd April 2023

Cllr. Smith proposed approving the minutes of the meeting held on 3rd April 2023 as accurate, Cllr. Mooney seconded the proposal.

23-072 To note any questions or comments from the public (15 minutes)

No parishioners present.

23-073 Matters arising from District and County Councillor Rosita Page

Cllr. Page has been in regular contact via phone and email throughout the month with the Councillors and the Clerk updating and advising on issues concerning UPC and assisting with any concerns UPC have raised.

23-074 Financial Matters

a. Any other financial matters

Cllr. Smith proposed, and Cllr. Mooney seconded payment of the following accounts:

CHQ NO	PAYEE	DETAIL	AMOUNT
001593	S Smith	Leaflet delivery	£40.00
001594	Ullesthorpe CofE Primary School	King's Coronation grant	£30.00
001595	Ullesthorpe Pre-School	King's Coronation grant	£20.00
001596	M Coombes	King's Coronation expenses	£137.17

23-75 To receive an update and ratify documents for the Joint Burial Committee

At their meeting on the 21st April, the Joint Burial Committee approved the following documents:

- Joint Burial Committee Constitution (version .01)
- Joint Burial Committee Terms of Reference (version .01)
- Joint Burial Committee Financial Accountability Agreement (version .01)
- Joint Burial Committee Roles and Duties of the Clerk (version .01)
- Joint Burial Committee Roles and Duties of the RFO (version .01)

Cllr. Smith proposed ratification of the documents by UPC, Cllr. Mooney seconded the proposal, all

agreed unanimously.

23-076 Consideration and adoption of other policies and regulations for Ullesthorpe Parish Council

UPC reviewed the following documents:

- Standing Orders: Cllr Smith proposed adopting the latest NALC Standing Orders (April 2022) and amending Standing Order 7a to '3' councillors, Cllr. Kavanagh seconded the proposal.
- Financial Regulations: There are no proposed updates to the document last reviewed on 16.05.22.
- Code of Conduct: There are no proposed updates to the document last reviewed on 16.06.22
- Social Media Policy: Cllr. Smith proposed adding the website of the Joint Burial Committee to the document last reviewed on 01.11.21, Cllr. Coombes seconded the proposal.
- Data Protection Policy: There are no proposed updates to the document last reviewed on 14.05.18.
- Data Breach Policy: There are no proposed updates to the document last reviewed on 14.05.18.
- General Privacy Notice: There are no proposed updates to the document last reviewed on 14.05.18.
- Privacy Notice: There are no proposed updates to the document last reviewed on 14.05.18.
- Subject Access Policy: There are no proposed updates to the document last reviewed on 14.05.18.
- Cllr. Mooney proposed adopting the following documents, Cllr. Coombes seconded the proposal:
 - Equality and Diversity Policy (version .01)
 - Disciplinary Policy (version .01)
 - Grievance Policy (version .01)
 - Anti-Bullying and Harassment Policy (version .01)
 - Health and Safety Policy (version .01)
 - Lone Working Policy (version .01)
 - Home Working Policy (version .01)
 - Communication Policy (version .01)
 - Complaints Policy (version .01)
 - Safeguarding Policy (version .01)
 - Risk Assessment and Management Policy (version .01)
 - Document Retention Policy (version .01)

23-077 To receive an update on the forthcoming elections

Five nominations were received for the six UPC seats, therefore the election is uncontested and there will be no election for UPC on 4th May 2023. There is one vacancy to fill.

23-078 Clerk's Report and Correspondence

No matters raised.

23-079 A.O.B. – FOR NOTIFICATION ONLY

No matters raised.

23-080 Date of next meeting

Due to the bank holidays and elections in May, a provisional date of 17th May 2023 has been set for the Annual Meeting of Ullesthorpe Parish Council, venue to be confirmed.

Cllr. Smith closed the meeting at 8.37pm.

APPROVED AS ACCURATE ON 17.05.23.