

The Hennys', Middleton & Twinstead Parish Council

Chairman: Cllr Anthony Lyster

Clerk: Shelley Boydell. 15 The Paddocks, Bures CO8 5DF

Tel: 07801 492312 Email: hmtpcouncil@gmail.com

Clerk's Report

Parish Council Meeting 14th September 2020 at 7.30pm ONLINE

Minutes from last meeting

Clerk made alterations as agreed and arranged for the minutes to be signed after agreement at the meeting.

Councillor Vacancy

A new Parish Councillor was co-opted and the clerk is organising the relevant paperwork to be completed.

Permitted Meetings

The Clerk is keeping up to date with the advice from local government regarding meeting in person due to various restrictions.

HGV Lorries on Pebmarsh Road, Twinstead

Highways have responded to the Parish Council and an agenda item has been requested.

Communication & Engagement Policy and Social Media Policy

The Communications Committee will meet to discuss the policy and put any changes to the full council for agreement.

Facebook Page

The Clerk has been maintaining and updating the PC's Facebook page with relevant information.

Mail Subscription Service

The Clerk will be looking into an email subscription service and implementing this – the main aim is for any person who signs up to the email subscription service will get a notification each time there is an addition to the website.

Clerk's Work & Appraisal

The Chairman has been working closely with the Clerk and assisting with day to day workload management. The Clerk's annual appraisal will be carried out by the Chairman in the next month.

CiLCA

The Clerk has been attending the new online training after the original training had been postponed due to COVID-19. The training sessions are 2 hours long and fortnightly with work to be completed in between, instead of the day sessions once per month that were to be held at the EALC offices.

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Internal Audit

The Clerk has made an appointment to meet with the internal auditor at the end of September and will ensure that all required documentation is complete.

External Audit

The Clerk has had confirmation from the external auditor of the exemption from external audit due to a precept under £25k.

End of Year Accounts

The Clerk has completed the end of year accounts in preparation for the internal audit – the clerk will liaise with Cllr Tim Humphreys prior to meeting with the internal auditor.

Policies & Procedures

The clerk has produced below a list of potential policies and procedures that might be required by the Parish Council for discussion.

- code of conduct
- complaints procedure
- disciplinary policy
- grievance policy
- equality policy
- health & safety policy
- internal controls policy
- publication scheme
- retention of documents
- social media policy (we have this)
- expenses policy
- standing orders (we have these)
- financial regulations (we have these although need updating)
- co-option policy

Parish Council Finance

The Clerk has liaised with the chairman regarding the cost of online banking – this is due to the clerk not being a signatory on the bank account and therefore being unable to contact the bank directly. The Chairman has been organising all relevant forms to be completed by councillors who are current signatories on the account to enable online banking.