

MINUTES OF LAWSHALL PARISH COUNCIL EXTRAORDINARY MEETING

Date of meeting: Wednesday 26th July 2023
Time: 7:30 p.m.
Venue: Harrow Green
Clerk: lawshallpcclerk@outlook.com

PRESENT: Karen Whordley (Chair), Andy Irish, Mark Anson, Nigel Hughes Louisa Mower	ACTION
1. APOLOGIES Noted and accepted from Sue Ricketts (Vice Chair), Christine Sands, Catherine Baynton, Jane Sinclair-Smith	
2. DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST To give Councillors the opportunity to declare any new business interest or potential conflict of interest arising from the agenda for the meeting. None	

<p>3. MATTERS ARISING</p> <ul style="list-style-type: none"> <p>Updating the Assets Register Currently out of date and more detailed information needed. LM to develop electronic version that can be approved and shared on website ready to assist with insurance renewal in September. Asked for input of Councillors and their local/ historical knowledge to help with this. LM to email Councillors regarding this.</p> <p>Council Governance and Policy Timetable- Internal Financial Controls and Financial Risk Register LM to liaise with KW to draft before these are brought to council for consideration and approval. LM to timetable policies to review at key points throughout the year (April to March). LM to add need for a non-signatory Councillor to conduct regular review of the systems of internal control to next agenda.</p> <p>Website privacy notice LM to look into GDPR compliance and draft related text for the website for MA to add once approved.</p> <p>Data Storage on clerk's laptop MA to confirm that data is stored onto the cloud and backed up with current Microsoft package. LM to cost external hard drive.</p> <p>AGAR Annual Governance Statement 2022/23 reviewed and signed by Chair and RFO at 8.06 p.m. Council considered End of Year figures for the financial year 2022 to 2023. LM to add a final Excel sheet to End of Year Receipts and Payments taking out transfers between accounts that cover invoices and adjust the AGAR Accounting Statements for 2022/23 as raised by AI. Signed by KW and LM at 8.06 p.m. MA to upload AGAR to website in accordance with The Transparency Code and Period for the Exercise of Public Rights (27/7/23 to 8/923). LM asked about how bank accounts have been used and the possibility of using one for payments and the other for reserves. LM to add to next agenda.</p> <p>CIL Expenditure Report 2022/23 Council discussed how CIL money has been spent on playground and nearby pathway repairs and development during the financial year to aid completion and submission of report to Babergh Mid Suffolk Infrastructure Team by LM. LM to complete report.</p> 	<p>LM</p> <p>LM</p> <p>LM MA</p> <p>LM MA</p> <p>LM MA</p> <p>LM</p>
<p>9. MATTERS FOR CONSIDERATION AT THE NEXT MEETING</p> <ul style="list-style-type: none"> <p>To receive comments or questions and matters of concern from Councillors. LM confirmed to MA that cost of SWARCO Speed Sign repair was authorised in previous minutes (February and April). Email sent regarding this. MA to action repairs.</p> 	<p>MA</p>
<p>10. CLOSE OF MEETING</p> <p>8.16 p.m.</p>	
<p>DATE OF NEXT MEETING:</p>	

Tuesday 8 th August 2023 7.30 p.m. Lawshall Village Hall	
---	--