

BURSTALL PARISH COUNCIL MEETING

Monday, 14 September 2020, 7.30pm

To All Parish Councillors

You are hereby summoned to attend the Parish Council meeting to be held on Monday, **14 September 2020**, scheduled for 7.30pm, when the following business will be transacted.

The meeting will be held remotely in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

As a member of the public, if you would like to attend the meeting, please contact the Clerk by 12pm on Monday 14 September 2020 for meeting log-in details.

Mrs S Frankis

Mrs S Frankis, Clerk to the Parish of Burstall, RFO & Proper Officer

AGENDA

- 1 **APOLOGIES:** to RECEIVE and APPROVE apologies for absence
- 2 **DISPENSATIONS:** to RECEIVE any Declarations of Interest or to APPROVE such dispensation requests
- 3 **COMMENTS:** to CONSIDER comments from residents of the Parish on current agenda items
- 4 **REPORTS:** to RECEIVE the reports from the County and District Cllrs
- 5 **MINUTES:** to RECEIVE and CONFIRM the minutes of the Parish Council meeting held 13 July 2020 and the Parish Council Planning meeting held 18 August 2020
- 6 **MATTERS ARISING:** to CONSIDER matters arising from the minutes of the Parish Council meeting held 13 July 2020 and the Parish Council Planning meeting held 18 August 2020
- 7 **PLANNING:** to CONSIDER planning applications and to NOTE any planning decisions, including any received after publication of this notice
- 8 **FINANCE:** to APPROVE the following payments:

Business Services at CAS – annual insurance premium	£196.56
(LGA 1972, S139)	

Heelis and Lodge – internal audit (LGA 1972, S139)	£65.00
Mrs S Frankis – printer, stationary & postage (LGA1972, S139)	£94.26(inc. £10.00 VAT)
Salaries (LGA1972, S139)	£603.04
HMRC PAYE (LGA 1972, S139)	£68.60

9 **INTERNAL AUDITOR:**

- i) to RECEIVE the 2019/20 Heelis & Lodge Internal Report
- ii) to RECEIVE and AGREE the 2019/20 Heelis & Lodge Internal Report Action Plan
- iii) to APPOINT the 2020/21 Internal Auditor

10 To AGREE to adopt the Power of Competency

11 **INSURANCE:** to AGREE and ACCEPT the 2020/21 insurance renewal

12 **POLICIES & PROCEDURES:** to adopt

- i) Revised Standing Orders
- ii) Revised Financial Regulations
- iii) Data Protection Policy
- iv) Personal Data Audit Questionnaire
- v) Privacy Notice for Staff, Councillors and Role Holders
- vi) General Privacy Notice
- vii) Privacy Statement
- viii) Publication Scheme
- ix) Records Management & Documentation Retention Policy
- x) Subject Access Request Policy
- xi) Subject Access Request Procedure
- xii) Complaints Procedure
- xiii) Disciplinary Procedure
- xiv) Disciplinary Rules
- xv) Grievance Policy & Procedure
- xvi) Health & Safety Policy
- xvii) Information Security Incident Policy
- xviii) Lone Worker Policy

13 **NEXT MEETING:** to AGREE the date and time of the next Parish Council meeting: 9 November 2020

14 To CONSIDER matters raised by members

Sue Frankis, Clerk to the Parish of Burstall

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<https://www.burstall.suffolk.cloud>