

HAMPTON LOVETT AND WESTWOOD PARISH COUNCIL

Minutes of an Extraordinary Meeting held on
Wednesday 7th August 2024
at Hampton Lovett Village Hall
at 7:00 pm

Attending: Chair Cllr J Brookes, Cllr J Pointon, Cllr D Price, Cllr F Walker, Cllr G Crow. Clerk R Jefferies and one member of the public.

1. Chair's Welcome – **Cllr J Brookes welcomed all to the meeting and gave a brief update on plans to move forward and bring council administration to the standard of best practice.**

2. APOLOGIES: **None**

3. PUBLIC QUESTION TIME – **None**

4. A) DECLARATIONS OF INTEREST – DPI's or ODI's – **None**
B) DISPENSATIONS – As previously agreed. – **None**
C) REQUESTS FOR NEW DISPENSATIONS - **None**

5. HAMPTON LOVETT AND WESTWOOD MATTERS FOR DISCUSSION OR DECISION

5.1 Financial and Administrative Systems

5.1.1 Bank Review for transition to Online and BACS payments. – **Approved**

5.1.2 Implementation of a new Accounting System. – **A new Accounting system is under consideration. It was decided to explore a quotation from Sage before making a final decision. This will be reviewed at the next meeting.**

5.1.3 HMRC account authorisation for Clerk's salary. – **Approved**

5.2 Digital Presence Enhancement

5.2.1 Approval for New.gov Websites and Emails for Clerk and Councillors – **Approval was granted for the creation of new government email addresses for the Clerk and Councillors. The current website will undergo a trial phase and the Clerk will assess its suitability for official use once access has been provided by Cllr G Crow.**

5.3 Equipment Approval for Clerk

5.3.1 Laptop for Clerk approval. – **Approved**

5.3.2 Mobile for Clerk approval. – **Approved**

5.4 Parish Rooms Review – **Cllr J Brookes explained there is some obvious and reported confusion about ownership of the Parish Rooms. This requires investigative work to bring total clarity to the administration and to whom the responsibility lies therein. Until this confirmation is achieved there are no**

further decisions to be made at this juncture. Meanwhile the council will continue to oversee the financial administration.

- 5.4.1 Approval for New Locking System. - **This will be discussed when ownership is confirmed.**
- 5.4.2 Approval to remove Non-compliant Security Cameras in accordance with GDPR Regulations. – **It was decided that the non-compliant security cameras will be switched off until they fully meet GDPR regulations. Written confirmation from Cllr G Crow must be provided to the Clerk to verify that the cameras have been deactivated. Once the cameras comply with all required guidelines, they may be reactivated.**

- 5.4.3 Formation of a Working Group to be considered to improve Parish Rooms' Viability. – **A Working Group was established, with Cllr J Brookes and Cllr F Walker volunteering to participate. This group will explore potential solutions to enhance the Parish Rooms, once ownership has been confirmed.**

- 5.5 Utility and Connectivity Services for Parish Rooms.**
- 5.5.1 Gas and Electricity Services Review.- **This will be discussed when ownership is confirmed.**
- 5.5.2 Broadband Services Review. – **Working Group to explore.**

- 5.6 Lengthsman Services Review.**
- 5.6.1 Evaluation of Current Lengthsman Services. – **The Clerk will circulate relevant documents to all Cllrs to ensure clarity and an understanding of the Lengthsman's duties. The clerk will also liaise with the current Lengthsman and address the new scheme that has been implemented by WCC. A review on this matter is scheduled for discussion at the September meeting.**

- 6. Next Parish Council Meeting Wednesday 4th September 2024.

Website update.

Following a review conducted by CALC on our current website, the following bullet points were identified as non-compliant and require immediate attention.

- No Accessibility Statement
 - * **Accessibility Statement to the website as required under The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.**
- No Publication Scheme
- No Complaints Procedure
- Register of Interest forms for councillors
- No Council contact details – clerk information needs updating
- No governance – AGAR, Notice of Public Rights, Internal Audit Report, Asset Register etc,
- No policies Standing Orders, Financial Regs, Code of Conduct etc.
- GDPR – No Data Protection Policy, Privacy notice etc.
- No compliance with the Transparency Code
- Text inaccuracies.
- No governance – AGAR, Notice of Public Rights, Internal Audit Report, Asset Register etc,

Immediate steps will need to be taken to address these non-compliance issues to ensure that the website meets all legal and regulatory requirements.

As discussed and minuted 5.2.1 in our meeting 7/8/24 . Cllr G Crow has still not provided the necessary login details for the Clerk to access the website.