**Pailton Parish Council**

**Minutes of the Meeting held on Monday 12 June 2023 in Pailton Village Hall**

Present:

Councillors: Tony Gillias (Chair, TG), Tina Simpson (Vice Chair, TS), Kristian Shaw (KS),

Mark Foxon (MF)

In attendance: Leona Bendall, Clerk and Responsible Financial Officer (clerk)

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| Minute  Ref |  | Action |
| 1/12.6.23 | **Chairman’s Welcome and Apologies for Absence**  TG welcomed all to the meeting and asked that the Clerk formally minute the hard work of the team behind the very successful garden party arranged by TS and members of the White Lion Working Group. TS advised that the event had raised over £1,300 for the White Lion.  It was noted that apologies for absence had been received from Councillor David Towner. |  |
| 2/12.6.23 | **Declarations of Interest**  These were given by Cllr T Gillias, as a Councillor for Rugby Borough Council (RBC) and Chair of RBC’s Planning Committee and  Cllr K Shaw as contract holder for the village amenity grass cuts for Pailton Parish Council/ |  |
| 3/12.6.22 | **Review of Key Policies**  The following policies were closely reviewed and approved with minor changes – including ensuring policies were gender neutral in language. Clerk to make agreed changes and circulate them for signature at the meeting on 26 June 2023. These policies will next be reviewed in May 2024, unless regulations or circumstances change before then.   1. Standing Orders 2. Financial Regulations 3. Health & Safety Statement 4. Reserves/Treasury Policy 5. 2023-24 Risk Assessment – see item 5 6. Complaints Policy 7. Resilience policy – ICT | Clerk |
| 4/12.6.23 | **Terms of Reference for Working Groups**  These were all reviewed and will next be reviewed in June 2024   1. Highways working group – agreed changes:  * That the chairman will be a parish councillor nominated by the parish council * That the Group will meet quarterly, unless some pressing business arises  1. Playing Field Working Group – agreed changes are  * The name of the group was changed to “Playing Field’ Working Group- which is to be used consistently for this area in all PC communications. * That the chairman will be a parish councillor nominated by the parish council * That the Group will meet quarterly, unless some pressing business arises  1. White Lion Working Group – agreed change  * That the chairman will be a parish council, nominated by the parish council. |  |
| 5/12.6.23 | **Internal Auditor’s Report**  The clerk had previously circulated the recommendations from the internal audit and these were accepted – and all actions were accepted. The Council also received the formal Audit Report which forms part of the Annual Governance and Account Return and was please to note that every factor was marked as positive. | Clerk |
| 6/12/23 | **Next meeting**  The meeting closed at 7.20 and the next meeting will be on 26 June 2023, starting at 7.30pm in the Village Hall. |  |

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| **PAILTON PARISH COUNCIL** |

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Tony Gillias

Chairman of the Parish Council Date: 26.6.23