

# HUMSHAUGH PARISH COUNCIL

Bi-Monthly Parish Council Meeting  
7PM on THURSDAY, 11 JUN 2020  
(online)



## AGENDA

[Humshaugh Parish Council Agendas](#)

Please note this meeting involves Councillors only, to assess the functionality of video conferencing.

### 1 APOLOGIES FOR ABSENCE

### 2 DISCLOSURE OF INTERESTS

[Individual Declarations of Interests for Humshaugh Parish Council](#)

Please note that if a councillor has a change to make to their form, they do not need to complete a brand new form, but can instead advise of the change in writing to [democraticservices@northumberland.gov.uk](mailto:democraticservices@northumberland.gov.uk)

New template if required - [Updated Northumberland DOI register form - January 2020](#)

### 3 PREVIOUS MINUTES - [13 MAY 20](#)

### 4 MATTERS ARISING (not covered elsewhere on the agenda)

- 4.1 Casual Vacancy
- 4.2 Chesters Meadow purchase
- 4.3 Ragwort / The George
- 4.4 Website - <https://northumberlandparishes.uk/humshaugh>
- 4.5 Road Resurfacing

### 5 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR, PART 2)

- 5.1 [Annual Accounts 2019/20](#)
- 5.2 [Internal \(independent\) Auditor's Notes](#)
- 5.3 Certificate of Exemption (AGAR, p3) (see Annual Accounts, 7a)
- 5.4 Internal Auditor's Formal Report (see [AGAR, p4](#) for question checklist)
- 5.5 Annual Governance Statement (see [AGAR, p5](#) for question checklist)
- 5.6 Accounting Statement (AGAR, p6) (see Annual Accounts, 7d)
- 5.7 [Exercise of Public Rights 19/20](#)

### 6 REVIEW OF POLICIES & PROCEDURES

- 6.1 [Risk Management](#) and [Schedule](#) (NEW)
- 6.2 [Structure Diagram](#) (updated due to vacancy)
- 6.3 [Personal Data Information Asset Register](#) (updated to include insurance / licence from Groundsman)
- 6.4 [FOI Publication Scheme](#) - *all the following documents can be found via links in here*
- 6.5 *Casual Vacancy Guidance (no changes)*
- 6.6 *Code of Conduct (no changes)*
- 6.7 *Complaints (no changes)*
- 6.8 *Data Protection & Subject Access (no changes)*
- 6.9 *Disciplinary & Grievance (no changes)*
- 6.10 *Document Retention (no changes)*
- 6.11 *Donations (no changes)*
- 6.12 *Financial Regulations (no changes)*
- 6.13 *Guidance on use of Social Media - NCC (no changes)*
- 6.14 *Public Participation at Parish Council Meetings (no changes)*
- 6.15 *Records Management (no changes)*
- 6.16 *Standing Orders (no changes)*

### 7 FINANCES

- 7.1 [Bank Statements 20/21](#) and [Budget Forecast 20/21](#)

7.2 [Advance Payment Schedule 20/21](#)

7.3 Income / Expenditure (inc insurance, gift for Auditor)

**8 BUSINESS**

8.1 [Carbon Footprint Survey Results](#) (Cllr K Francis)

8.2 Pedestrian Mower quotes (Cllr G Elliott)

8.3 EV Charge Point (Clerk)

8.4 Playing Fields - Donation request (Cllr M Stephens)

**9 REPORTS & UPDATES from Councillors**

**10 ANY OTHER BUSINESS**

**11 DATE OF NEXT MEETING:**

- 7PM on THURSDAY, 09 JULY 2020 - online (invite members of the public)

Signed by Helyn Douglas, Humshaugh Parish Council Clerk:

