

# CHALTON PARISH COUNCIL

c/o The Haven, The Lane, Chalton LU4 9UE

## NOTICE OF VIRTUAL MEETING OF CHALTON PARISH COUNCIL TO BE HELD ON WEDNESDAY 6<sup>TH</sup> MAY AT 10.30am

Please note that due to current HM Governments measures for Covid-19 the Parish Council will meet virtually. If any member of the public wishes to attend and make a statement or raise a question at the meeting they should contact the Council at [chaltonpc@gmail.com](mailto:chaltonpc@gmail.com) and you will be sent an invitation. All public questions have to be submitted in advance of the meeting.

Parish Clerk  
Chalton Parish Council  
07456460580  
[chaltonpc@gmail.com](mailto:chaltonpc@gmail.com)

### AGENDA

1. To receive **apologies for absence**
2. To receive **declarations of interest** for items on the agenda
3. **To confirm the minutes** of the meeting held on Monday 13<sup>th</sup> January 2020
4. **Items for Discussion**
  - 4.1 Policies and Procedures  
To discuss and approve the following policies already circulated:
    - To approve draft revised Standing Orders
    - To approve draft revised Financial Regulations
    - To approve General Data Protection Regulations (GDPR) Policy
    - To approve GDPR Information Audit
    - To approve Privacy Statement
    - To approve Code of Conduct
  - 4.2 GDPR (Data Protection) - To approve appointing the Parish Clerk as the Data Protection Officer for the Council.
  - 4.3 To acknowledge cancellation of Annual Parish Meeting for 2020 in line with Government legislation.
  - 4.4 To agree advert for Parish Clerk to be advertised during lockdown with a view to holding interviews after lockdown.
  - 4.5 To discuss any issues raised by the public.
  - 4.6 Private Parking, Parking on pavements, Verge Grass cutting expenditure RB
  - 4.7 Planning
5. **Financial Matters**  
To approve the following:
  - Changes to bank account signatories. To propose additional signatories
  - To discuss and approve Councillors claiming for future Council related expenses
  - To approve accounts for payment (previously circulated) during Coronavirus lockdown.
  - To approve appointing internal auditor for the 2019/20 financial year.
  - To approve purchase of Parish Council dedicated laptop, software and anti-virus after lockdown.
6. **Future Meetings**
  - 6.1 To decide whether to hold Annual Meeting or to continue until May 2021 with current Chairman and Vice Chairman in place.
  - 6.2 Date of future meetings to be publicised – venue to be determined and subject To HM Government Covid-19 measures being reviewed