

17/18 To discuss new planning applications received:

None

17/19 To report planning decisions by Ryedale District Council:

7.1	16/00238/MFUL	Common Farm, Upper Helmsley	Approved
7.2	16/00376/HOUSE	Common Farm, Upper Helmsley	Approved
7.3	16/00454/FUL	Ballon Tree Farm Shop & Cafe, Gate Helmsley	Approved
7.4	16/00750/FUL	Croft Farm, Upper Helmsley	Withdrawn

17/20 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records to date
FH circulated them around Cllrs
2. Internal Control Check(s)
Cllrs conducted these and the report is on file
3. Internal Audit
YLCA had conducted the internal audit and issued a written report, which FH had actioned all points raised.
3.1 Standing Orders
New wording, suggested by YLCA, regarding financial controls and procurement were adopted by the Parish Council and are shown at the end of these minutes
3.2 Financial Regulations
A new draft was adopted by the Parish Council and signed by the Chairperson.
3.3 Risk Management
FH advised this was still WIP.
3.4 Information Commissioners Office
During Internal Audit the question was raised as to whether Parish Councils should be registered, which would cost £35.00. FH had emailed I.C.O. and received a response as follows:
*"Regarding Parish Councils and their requirement to register under the 1998 Data Protection Act
As a Parish Council is a statutory body with statutory functions they cannot be classed as a 'not for profit' organisation. If they are processing data electronically, including word processing and are unable to rely on the exemptions, then they are required to register. If all data is held manually they would be exempt from registration. Data Controllers who are exempt from registration must still comply with the provisions of the 1998 Act. The eight Data Protection Principles can be found using this link <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/>
If a registration is required for the parish councils, you can complete the registrations online at www.ico.org.uk or you can start the process by telephoning the Registration Helpline on 0303 123 1113".*
4. Work Place Pensions
FH reported additional information, which is shown at the end of these minutes. FH had places on file a general notice for employees.
5. Matters raised by/with Yorkshire Local Council Association
FH introduced a draft Reserves Policy, which would be discussed along with precept and budget at the next meeting.

