

# HAUGHTON PARISH COUNCIL

Parish Clerk/Responsible Financial Officer: Jonathan Brumwell

[www.haughtonpc-staffs.org.uk](http://www.haughtonpc-staffs.org.uk)

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## Minutes of the Extraordinary Meeting of Haughton Parish Council held at Haughton Village Hall at 6.00pm on Monday 31<sup>st</sup> March 2025

### Present:

Parish Councillors: Michael Allen, Suzanne Beatty, Mark Burgess, Melvyn Cotterill, Peter Prokopa (Vice Chair), Ian Sunley (Chair) and Stuart Taylor.

In attendance:

Clerk: Jonathan Brumwell

Due to the limited agenda there was no Public Forum

No members of the public were present.

| Minute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action |
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| <b>2024/194 Apologies for Absence</b><br>There were no apologies from members of the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
| <b>2024/195 Declarations of Interest</b><br>There were no declarations of interest.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |
| <b>2024/196 Minutes of the meeting held on Monday 24<sup>th</sup> March 2025</b><br>The minutes of the meeting of the Parish Council were proposed, seconded and approved as a true and accurate record and were signed by the Chair.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |
| <b>2024/197 Items to be taken with the public excluded</b><br>There were no items to be taken with the public excluded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |
| <b>2024/198 Standards Working Group</b><br>The Council considered the Standards Working Group's report on its review of Council policies.<br><b>RESOLVED</b> as follows: <ol style="list-style-type: none"><li>1. to approve and adopt amended Financial Regulations based upon the National Association of Local Councils (NALC) Model Financial Regulations with 2024 updates, including the Clerk's delegated authority to authorise any payments of up to £250 excluding VAT, within an agreed budget; and</li><li>2. To accept the Standards Working Group's review of the Council's Standing Orders, Complaints Procedure, Unreasonable Complaints Procedure, and Appraisal Procedure and the Group's report that no amendments were required to the Standing Orders and policies.</li></ol> |        |
| <b>2024/199 Asset Register</b><br>The Council reviewed its Asset Register.<br><b>RESOLVED</b> that the Asset Register is approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |
| <b>2024/200 Risk Assessment and Management Plan</b><br>The Council reviewed and amended its Risk Assessment and Management Plan.<br>Continued...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |

**2024/200 Risk Assessment and Management Plan cont/...**

**RESOLVED** that the Council's Risk Assessment and Management Plan, as amended, is approved and adopted.

**2024/201 Parish Council .gov Domain Name**

The Clerk reported that 'haughtonparishcouncil.gov.uk' email addresses had now been created and members had been contacted with details of how to access these. All Parish Council email addresses now had 10 gigabytes of storage. Councillors should use their official email addresses for all Council-related business. The Parish Council website had also been transferred to the new .gov.uk domain.

The Clerk reported that the Parish Council's email and website hosting service had advised that the Council should consider continuing to register its previous domain name to prevent it being used by third parties.

The Council **noted** the Clerk's report and approved in principle the continued registration of its former domain to prevent use by third parties.

**2024/202 VE Day Memorial Event**

The Council considered arrangements similar to those made for the 75<sup>th</sup> anniversary of VE Day in 2020 to support organisations within the village to commemorate the 80<sup>th</sup> anniversary.

**RESOLVED** that the Parish Council pay for the hire of Haughton Village Hall for any local community group wishing to organise activities to commemorate the 80<sup>th</sup> anniversary of VE Day, subject to availability. Budget provision of a maximum of £200.00 is approved under powers granted by section 145 LGA 1972.

**2024/203 Annual Parish Meeting - update**

The Council considered suggested provision of £100.00 for printing and distribution of flyers, this figure based on the 2024 cost. It was noted that the 2024 cost had been divided between the Parish Council and Garden Guild and if flyers were distributed this year the Council would need to bear the full cost.

**RESOLVED** that production and distribution of flyers to advertise the Annual Parish Meeting is approved within a budget not to exceed £200.00.

**2024/204 Future agenda items**

Councillors were requested to submit future agenda items to the Clerk by Monday, 14<sup>th</sup> April 2025.

**2024/205 Date and Time of Next Meeting**

The next meeting will be held on Wednesday 30<sup>th</sup> April 2025 at 7.30pm.

The meeting closed at 6.48pm

Signed:

(Chair)

30<sup>th</sup> April 2025