



Essington Parish Council

Full Council Meeting Minutes.

Notice of Meeting

Councillors were Summoned to attend a meeting of the **Full Parish Council Meeting** on **Monday the 23rd of March 2026 at 7:00 PM** in the Council Chamber.

Exclusion of Press and Public

The Chairman advised attendees that, in accordance with the **Public Bodies (Admission to Meetings) Act 1960, Section 1(2)**, the press and public will be excluded during any item involving confidential business. **Item 9** on the agenda.

Public Participation

A maximum of **15 minutes** is allocated for public participation. Any elector of the Parish of Essington wishing to raise a question must submit a written request to the Clerk prior to the meeting, within the agenda publication period. Questions must relate to official Parish Council business listed on the agenda.

No members of the public or press were in attendance.

Minutes

Present: Cllrs Hilary Southern Dibble- Vice Chair (chaired the meeting in the absence of the Chairman), Warren Fisher, Gill Kelly, James Parker, Ken Mosely, Annie Phillips and Joy Markiewicz.

Also Present: Louise Tipler- Clerk and Kate Roberts- RFO

1. **Apologies for Absence-** Chris Steel- Chairman.
2. **Declarations of Interest-** James Parker declared an interest in item 6.1 Schedule of Payments.
3. **Approval of Minutes – Meeting held on the 23rd of February 2026-** Proposed by Warren, seconded by Joy, all in favour that the minutes were a true and accurate record.
4. **Matters Arising from Previous Minutes-** None

5. District Councillors' Report- Nothing significant to report currently.

6. Finance

6.1 Schedule of Payments – March 2026- **Resolved and Approved, Proposed by Warren, seconded by Ken, all in favour.**

6.2 Income and Expenditure Report – February 2026- **Resolved and Approved, proposed by Hilary seconded by Ken, all in favour.**

6.3 Bank Reconciliation (All Accounts) – February 2026-**Resolved and Approved, Proposed by Warren, seconded by Joy, all in favour.**

6.4 Ratify Clerk PayScale Increase 1 point- **Proposed by Gill, seconded by Hilary, all in favour to increase the PayScale by one point from April the 1st 2026.**

6.5 Ratify list of Creditors 2026/27 approved & recommended by the Finance Committee. **Councillors reviewed and approved of the list of creditors. Proposed by Warren, seconded by Ken, all in favour.**

6.6 Ratify Pools Permit Charges 2026/2027 recommended by the Pools Committee Adult £35, Concession £20.00 & Junior £10.00. **Resolved and approved- Proposed by James, seconded by Warren, all in favour**

6.7 Ratify Costs to unlock the Clerks CiLCA LO'S £50.00- **Resolved and Approved Proposed by Hilary, seconded by Gill, all in favour.**

6.8 Ratify Quote of £2211.00 for Height Barrier EPC Car Park. **Proposed by James, seconded by Ken all in favour.**

6.9 Ratify addendum to 1911 café License Tenancy at Will- **Proposed by Gill, seconded by Annie all in favour.**

7. Approve the following Policies and Procedures (Copies can be found on the website for reference). **Proposed by Warren, seconded by Joy all in favour.**

- **Statement of Internal Control Annual Review of Effectiveness of Internal control.**
 - **Asset Register**
 - **Financial Regulations**
 - **Insurance Policy**
 - **Risk Assessment**

Data Protection

- **Councillor Privacy Notice**
- **Data Security Breach Reporting Form**
- **Document Retention and Disposal Policy**
- **Data Audit**
- **Data Protection Risk Assessment**
- **Email Contact Privacy Notice**

- Information and Data Protection Policy
 - Privacy Impact Assessment Form
 - Publication Scheme
 - Social Media and Electronic Communication Policy
 - Subject Access Request Form
 - IT Policy
- The Management of Transferable Data Policy

General Policies

- Dignity at Work, Bullying and Harassment
- Disciplinary Procedure
- Grievance Procedure
- Lone Working Policy and Guidance
- Sickness and Absence Policy
- Whistle Blowing Policy
- Anti-Fraud and Corruption Policy
- Community Engagement Policy
- Code of Practice for Handling Complaints
- Environmental Policy
- Equal Opportunities Policy
- Health & Safety Policy (temporary policy pending receipt of H&S documentation from Peninsula)
- Members and Officers Subsistence / Mileage Policy
- Openness and Transparency Policy
- Risk Management Policy
- Training Policy
- Grant Policy
- Volunteer Policy
- **Standing Orders**

8. Chairman's Report- Nothing to report currently.

9. Medical Centre Update – Confidential- Councillors were updated on the current situation.

10. Date of Next Meeting- 27th of April 2026.

11. Closure- 20.08pm

Signed by Louise Tipler Clerk- 1st of April 2026.