

# Kings Clipstone Parish Council



The Royal Heart of Ancient Sherwood

Minutes of the Meeting of Kings Clipstone Parish Council on 24<sup>th</sup> March 2025,  
7:00pm at The Shed, Squires Lane, Kings Clipstone.

Present: Cllr P Bromley (Chair)  
Cllr Stevens  
Cllr Simpson  
Cllr Depledge  
Clerk – Michelle Colton

Public In attendance: 4 members of the public

Welcome The Chair opened the meeting and welcomed everyone

25/30 No apologies were received

25/31 No Declarations of Interest were received

25/32 The council RESOLVED to appoint Dixon Accounts as the internal auditor for 24/25

25/33 The Councillor Code of Conduct was approved and adopted

25/34 The Complaints procedure was approved and adopted

25/35 The Publication Scheme was approved and adopted

25/36 The Data Breach Policy was approved and adopted

25/37 The Data Protection policy was approved and adopted

25/38 The Document Retention Policy was approved and adopted

25/39 The Health and Safety Policy was approved and adopted

25/40 The GDPR Privacy notice was approved and adopted

25/41 The Scheme of Delegation to the Clerk was approved and adopted

- 25/42 The Kings Clipstone Risk Assessment was reviewed and adopted
- 25/43 The Dignity at Work policy was approved and adopted
- 25/44 The Subject Access request procedure was approved and adopted
- 25/45 The Public and press were excluded from the next agenda items.
- 25/46 i) The Contract of Employment was approved and signed  
ii) The job description for the clerk was approved

The meeting closed at 19:55