

Neen Savage Parish Council

Minutes 31 May 2017.

Councillors present: Cllr A Ratcliff, Cllr M Tomkinson, Cllr G Haywood, Cllr S DelMar, Cllr S Hinton, Cllr O Sales and Cllr A Vanderhook.

Also Present: Mr A Roberts – Interim Parish Clerk and 18 Members of the Public.

311-1: Apologies for Absence:
No apologies received.

311-2: To receive declaration of interest:
None.

311-3: Public question time:
None.

311-4: To confirm the accuracy of the Minutes of the meeting held on the 16th May 2017
It was proposed by Cllr Vanderhook, seconded by Cllr Hinton and RESOLVED that the minutes of the meeting held on 16th May 2017 be approved and signed by the Chairman as a true and accurate record.

311-5: Matters Arising from the Minutes

The Chairman reported that he had written a letter to the previous Clerk requesting a copy of his resignation letter and requesting the closure of his email account and requesting return of any Parish Council property in his possession but that to the date of the meeting he had received no response. Following a discussion it was agreed that the Chairman would write again to the previous Clerk and to give a deadline of 27th June in which to respond.

Cllr Vanderhook whilst acknowledging the help and assistance provided by the Temporary Clerk there would be cost implications that would have to be which had not been budgeted.

311-6: Appointment of New Parish Clerk

There was a discussion in relation to the proposed appointment of a new Parish Clerk. It was proposed by Cllr Ratcliff, seconded by Cllr Tomkinson and RESOLVED that a Recruitment Working Group be established comprising of Cllrs Tomkinson, Vanderhook DelMar and Sales be appointed in order to proceed with the recruitment of a new Parish Clerk and that the Working Group would be required to recommend the successful candidate to a meeting of Full Council.

It was agreed further that the Temporary Clerk would circulate to the Members of the Working Group the recruitment documentation that had been received from SALC.

311-7: To receive an update report on the Parish Council website

The Chairman reported that he had written to the domain holder of the website requesting that the domain and registration details be transferred to the Parish Council but that to date no response had been received.

It was acknowledged that a great deal of work had been expended on the website and that the historical information contained on it would need retention which otherwise would be lost. The Parish Council were keen to have an online presence within the Community and the use of Facebook had been considered, which could be used in the interim until such time that control of the website could return to the Parish Council. The Interim Clerk advised that if a Parish Council Facebook page was to be established then in order for this to be effected the page would need to be created from a personal account, as Facebook would not agree to a Corporate Page. Following a further discussion it was proposed by Cllr Ratcliff, seconded by Cllr Tomkinson and RESOLVED that a Parish Council Facebook page be established and that Cllr Sales be authorised to proceed with the creation of a Parish Council Facebook page.

311-8: To consider the appointment of new Committees:

Communications Sub-Committee it was proposed by Cllr Vanderhook, seconded by Cllr Tomkinson and RESOLVED that no appointments be made to this Sub-Committee at present.

Highways Sub-Committee it was proposed by Cllr Vanderhook, seconded by Cllr DelMar and RESOLVED that Cllrs Haywood, Tomkinson and Hinton be appointed to serve on the Highways Sub-Committee.

311-9: To appoint representatives to Outside Bodies:

It was proposed by Cllr Ratcliff, seconded by Cllr Vanderhook and RESOLVED that the following appointments be made as representatives on the following Outside Bodies:

Emergency Planning – Cllr DelMar

Flood Warden – Highways Sub-Committee

Local Joint Committee – Cllr Ratcliff

Parish Hall Liaison Committee – Cllr Vanderhook

Tree Warden – Mr C Butterworth

Snow Warden – Cllr Haywood

Edwards Hinckesman's Foundation Charity – Mrs E Haywood

SALC – Cllr Tomkinson

311-10: To appoint elected Councillors to be nominated as the authorised signatories to the Parish Council Bank Accounts.

It was proposed by Cllr Vanderhook, seconded by Cllr Sales and RESOLVED that Cllrs Ratcliff, Tomkinson and Hinton be appointed as the signatories to the Parish Council Bank Accounts and that any two of the three signatories shall be required to approve any required payments and/or instructions to the Parish Council Bankers.

311-11: To appoint a Governance Working Group to undertake and prepare required Policies, Procedures and Protocols:

Following a discussion a Working Group was not appointed as it was agreed that Cllr Vanderhook would undertake any required review and would report back to future meetings.

311-12: To receive an update report in connection with the transition arrangements following the resignation of the previous Parish Clerk:

The interim Clerk provided a report on the current position relating to the statutory Annual Return for the financial year ending 31st March 2017. Members were informed that the original return form could not be located and that a replacement form had been requested and received from the external auditors, Mazars, which would be required to be completed and returned to the External Auditors by the 5th July 2017. It was reported that further work would be required in order to confirm the Annual Return financial Statements that had been stated were correct that had been approved by the Parish Council on the 3rd May 2017.

311-13: To agree the date of the next meeting:

It was agreed that the next Ordinary meeting of the Parish Council would be held on Wednesday 28th June 2017, to be held at Neen Savage Parish Hall, commencing at 7:30pm.

Signed28th June 2017