

SOMERCOTES PARISH COUNCIL

S E Massey
Interim Clerk to the Council
Somercotes Parish Hall
Nottingham Road
Somercotes
Alfreton
Derbyshire
DE55 4LY



Telephone Office: 01773 603810

Parish Hall: 01773 609397

E-Mail: somercotespc@btconnect.com

Website: www.somercotesparishcouncil.co.uk

Minutes of the Ordinary Meeting of Somercotes Parish Council held at 6.30pm, on Friday 19th June 2015 in the Village Hall, Nottingham Road, Somercotes.

Minutes

Present: Cllr. P. Smith (Chairman); Cllr. B. Lyttle (V. Chairman); Cllr P. Curran-Bilbie; Cllr. J. McCabe; Cllr S McCabe; Cllr T Cole; Cllr C Addison-Lees; Cllr M Barron; S. E. Massey; Alfreton Town Council Staff :T Crookes; S Gent

PART I – NON CONFIDENTIAL INFORMATION

33/2015: To receive apologies for absence: Cllr S Grotier (apologies)
Cllr T Marriot; Cllr S Walker

34/2015: Social Media:

The Council welcomes the use of social media, filming and recording at meetings, provided they do not disrupt or otherwise have an adverse effect on the meeting. Telephones and other such devices should be switched to silent mode or switched off completely.

35/2015: Variation of Order of Business.

36/2015: (i) Declaration of Members Interests

Cllr B Lyttle: All planning matters – remain in the meeting.

Cllr P Curran-Bilbie: Item 45/2015 – leave the meeting.

(ii) **Register of Members Interest:** As a matter of good governance and best practice, members are reminded that they have a duty to keep their registration forms up to date annually or as and when changes to any of their registered interests occur.

37/2015: To consider any Councillors' Request for dispensation. None

38/2015: Public Speaking – (30 Minutes). Mr P Price attended re his application for Co-opton to the Council. Mr Price was advised that applications will be considered at the Meeting of 17th July 15 as per the Vacancy Notice.

39/2015: To approve the Minutes of the Council Meeting held on:

The Annual Parish Council Meeting held on 15th May 2015.

40/2015: To approve the Minutes of the Council Meeting held on:

The Annual Parish Meeting held on 15th May 2015.

41/2015: To approve the Minutes of the Council Meeting held on:

The Personnel Committee Meeting held on 28th May 2015.

The **Council RESOLVED** to accept the Minutes as above as a true record.

42/2015: To determine which items if any from Part 1 of the Agenda should be taken with the public excluded. The Council moved the following resolution: To exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, S1, in view of the confidential nature of item 50/2015 due to the nature of the business relating to employees of the Parish Council.

43/2015: Chairman's Announcements: The 2015-16 Grants cheques will be awarded in the hall following the meeting.

44/2015: Report of the Clerk: deferred to next Ordinary Parish Council Meeting.

45/2015: Finance:

(a) **Audit:** Internal audit took place on 11th June 15. Five recommendations were made:

- A policy is required to ensure the Chairman's Allowance is returned to a nil balance at the end of each financial year. As a sum is required to be retained to keep the account open, the balance for 13-14 and 14-15 will need to be transferred to General Account once the 15-16 monies have been transferred.
- Standing Orders and Financial Regulations to be reviewed once support staff in place.
- Invoices to be filed in payment order. Now being done.
- Annual Risk Assessment. Currently being addressed.
- Petty Cash expenditure to be reported to the Council in future.

Alfreton Town Council staff presented Statement of Accounts and Receipts & Payments for year ending 31st March 2015. Included are Bar Accounts and Chairman's Allowance, these have not been included in previous years. Annual Governance Statement – The Interim Clerk made Members aware of Council responsibilities for signing the Statement.

The **Council RESOLVED** to approve the Statement of Accounts and Receipts and payments.

The **Council RESOLVED** to accept the internal annual Audit Report 2014-15.

The **Council RESOLVED** to accept and approve the Annual Return and Governance Statement.

- (b) **S137 Grant Approved payments:** The **Council RESOLVED** to approve the payments approved at the Meeting of 15th May 2015 as per the attached list. An application was considered from Somercotes Local History Society. The **Council RESOLVED** to award a grant of £100. The Interim Clerk was asked to write again to those organisations who had not yet submitted an application and received a grant the previous year but had not yet submitted an application.
- (c) **Banking arrangements:** Interim Clerk is now a signatory on Barclays account, Lloyds account is still not changed awaiting a response. Barclaycard require a Death Certificate before Gordon Blackmore can be removed from the account. The **Council RESOLVED** to increase Petty Cash limit to £150.00 when necessary until banking arrangements have been changed.
- (d) **Alfreton Town Council Invoice:** The **Council RESOLVED** to accept and approve payment of the April & May Invoice. The Council expressed their thanks to Tina, Sheila and David for their support and assistance.

(e) The Accounts for payment and Accounts approved deferred to next Ordinary Parish Council Meeting.

46/2015: To consider planning applications: deferred to next Ordinary Parish Council Meeting.

47/2015: Derbyshire Association of Local Councils: deferred to next Ordinary Parish Council Meeting.

48/2015: Items for information only: None

PART II – CONFIDENTIAL INFORMATION

49/2015: To move the following resolution - “That in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”

50/2015: Personnel Committee:

Members discussed the decisions of the Personnel Committee meeting on 28th May 15.

(a) **Assistant Clerk/RFO:** decision taken to recruit a role which combines the roles of RFO/Assistant Clerk.

This vacancy has now been advertised. The cost of advertising in the Chad was £1600 for full advert and £600 for brief advert. There appears to be sufficient interest without using the newspaper. However if insufficient applications received, there will be a need for a second recruitment campaign to include the newspaper advertising.

(b) **Interim Clerk:** decision taken to make an internal appointment of the Interim Clerk to Clerk at the same time as commencement of the RFO/Assistant Clerk position.

(c) **Staff Contracts:** all contracts to be reviewed and updated to include a new contract for the Relief Parish Warden.

The Meeting closed at 6:50 pm.

51/2015: Date of next Parish Council Meeting: 6.30pm, Friday, 17th July 2015