

NORTHORPE PARISH COUNCIL

Minutes of the Parish Council Meeting held in St. John the Baptist Church on Wednesday 10th December 2014 at 6.30 pm.

THESE MINUTES ARE IN DRAFT FORM UNTIL APPROVED AT THE NEXT COUNCIL MEETING

Present: Councillor Dian Booth (DB)
Councillor Simon Booth (SB)
Councillor Robert Dickinson (RD)
Councillor Alan Dunk (AD)
Councillor Christine Watson (CW)

In Attendance: No members of the public

1/12/14 Appointment of Chairman

Christine Watson was elected as Chairman. (Proposed by SB, seconded by RD and accepted).

2/12/14 Appointment of Acting Clerk and arrangements for a permanent Clerk

Lynn Dunk was appointed Acting Clerk, the appointment to continue until a permanent Clerk is confirmed.

It was agreed to place an advert for a Parish Clerk on the village notice board as soon as possible and hopefully to appoint a permanent Clerk early in the New Year. (Proposed by CW, seconded by SB and accepted).

At this point the Chairman opened the meeting to public participation, however since no members of the public were present the meeting was then closed to public participation.

3/12/14 Apologies for absence

None.

4/12/14 Declarations of Interest

All Councillors agreed to return their Declarations of Interest to West Lindsey District Council within the time stated on the public notice, namely 30th December 2014.

5/12/14 Appointment of Vice Chairman

Dian Booth was elected as Vice Chairman. (Proposed by AD, seconded by RD and accepted).

6/12/14 Approval of Minutes of Previous Meeting

The Minutes of the last meeting which was held on 24th June 2014 had been circulated to all Councillors. Since there were no Councillors from the June meeting serving on the current Council the minutes were signed by the Chairman as read only.

7/12/14 Setting of the Precept

Since there has been no opportunity to discuss the setting of this year's Precept it was agreed to use the same figure as last year for the initial estimate. The Clerk will send this asap. The Precept will be discussed further at the next Council meeting. (Proposed by DB, seconded by CW and accepted).

8/12/14 Replacement of approved signatories to the Council Bank Account

It was agreed to remove previous Councillors (Brenda Dunk, Neil Montgomery, Julieanne Montgomery, Paul Marasco and Lyn Marasco) as signatories to the Council Bank Account, and to replace them with current Councillors (Christine Watson, Dian Booth and Alan Dunk). The Clerk circulated the necessary forms and will forward them to the Bank as soon as possible. It was also agreed that the Clerk would write to the previous Councillors requesting the return of any Noticeboard keys and also any Parish Records they may be in possession of. (Proposed by SB, seconded by RD and accepted).

9/12/14 Current Financial Position

The following items were approved for action (Proposed by SB, seconded by AD and accepted):
Clerk to check the Insurance position for Employers Liability to be discussed at the next meeting.
Clerk to check the VAT reclaim situation to be discussed at the next meeting.
Tendering procedure – Clerk to put on the Agenda for the next meeting.

Clerk to contact the auditors to request an update on last year’s audit and to request the annual return be sent back to us. (Proposed by CW, seconded by DB and accepted).
AD to carry out an inventory of items being stored in the Church Hall and check these against the provisional Asset Register. (Proposed by RD, seconded by CW and accepted).

The following payments were approved to be made once the bank account signatories were changed. (Proposed by SB, seconded by CW and accepted):

| Cheque number | Payee | Reason for payment | Amount | Date of payment |
|---------------|---------------|----------------------|---------|-----------------|
| | ROSPA | Play park inspection | 110.40 | |
| | LALC | Clerk training | 22.00 | |
| | Garden Angels | Grounds maintenance | 151.20 | |
| | Garden Angels | Grounds maintenance | 151.20 | |
| | Garden Angels | Grounds maintenance | 151.20 | |
| | Garden Angels | Grounds maintenance | 151.20 | |
| | | TOTALS | £737.20 | |

The Clerk will write to the PCC requesting approval to use and gain copies of Northorpe Church Hall Accounts and Asset Register to allow reconciliation of asset ownership. (Proposed by SB, seconded by CW and accepted).

The Clerk advised that she would need to buy items of stationery in order to set up a proper system of record keeping. It was approved to authorise the Clerk to purchase the necessary items for this. (Proposed by SB, seconded by CW and accepted).

10/12/14 Date and time of next meeting

It was agreed the next meeting will be held on 7th January 2015 at 6.30pm. in St. John the Baptist Church, Northorpe. (Proposed by SB, seconded by CW and accepted).

The meeting was closed at 8.05pm.

Minutes prepared by Lynn Dunk, Acting Clerk to Northorpe Parish Council.

SIGNED:..... (Chairman) DATED