

Kimblesworth and Plawsworth Parish Council

Minutes of the proceedings at the extraordinary meeting of Kimblesworth and Plawsworth Parish Council (KPPC) held in the Community Centre, Nettlesworth, on Thursday, 28 February 2019 at 7:00pm.

PRESENT: Councillors G Kendall (GK), D Inman (DI), A Cole (AC - Minutes), P Beard (PB), L Walker (LW), L Walker (LiW), D Bruce (DB).

Apologies: DI left the meeting shortly after it began.

1. Former clerk final salary

DB read out a message from the former clerk demanding her final salary. It was agreed that this would be paid in order to sever KPPC's ties to her. Holiday pay will not be paid until any discrepancies in the finances are finalised due to the contents of her resignation email.

A cheque was signed and will be posted by DB (Cheque number 400238 for £439.92). This is to be ratified at the next KPPC meeting.

DB to ask Mark for his charges to resolve last year's PAYE and all NI payments.

2. Allotment rents

PB is to hand out letters to allotment tenants regarding rent being due. AC's address is to be included for cheques to be posted to.

3. Clerk laptop and external hard drive

SW to get 3 quotes. Expenses to be paid for ink and paper. DB to investigate whether funding is available as grants from Durham County Council are no longer available.

4. PAYE etc.

DB accountant Mark to cover PAYE etc for £30 per month. Agreed by all to get us back on track. To be discussed and ratified at the next meeting.

5. Clerk job description and contract

AC emailed NALC templates to all present. These were amended, discussed and AC emailed to all councillors for consideration. As it would be inappropriate to discuss these at the next meeting, as the locum clerk will be applying for the post, it was agreed that any amendments should be suggested by email sent to all councillors.

Pay is to be minimum of SCP17 (£9.96/hour) and maximum SCP 21 (£11.00/hour) depending on experience and whether the required clerk qualification is held.