

Kimbleworth and Plawsworth Parish Council

Minutes of the proceedings at the extraordinary meeting of Kimbleworth and Plawsworth Parish Council (KPPC) held in the Community Centre, Nettlesworth, on Wednesday, 19 December 2018 at 6:00pm.

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

Apologies for Absence

Apologies for absence were received from Councillor D Bruce, L Gillhespy

1. Vice Chair position

GK asked for nominations for the Vice Chair position. LiW proposed DI. This was voted on and was agreed unanimously.

2. Bank account signatories

AC updated the meeting on the IM conversation between AC and GK and the process of changing the signatories on the bank account. AC had undertaken an online live chat with the bank and been advised of the process. AC shared details of this process with the meeting including telephoning, answering security questions, explaining the current situation, having bank statements to hand and answering security questions relating to the statements.

Current signatories are the former clerk and 2 current Councillors. It was agreed that AC be appointed as signatory in her role as interim RFO. LW, PB and DI to be signatories in capacity of Councillor.

GK, the former clerk and former Vice Chair are to be removed as signatories.

This decision was agreed. PB is to make the telephone call and visit the bank to pick up forms needed.

3. Clerk

AC gave an update on an email exchange between her and Steve Ragg (CDALC) including the list of locum Parish Clerks he had provided.

DI and GK suggested starting the recruitment process for a new clerk. DI suggested a locum clerk be used in the interim. AC agreed to continue as interim clerk in the meantime, even if this extended beyond the 30 working days she had previously agreed to.

DI agreed to investigate how the Precept is submitted.

AC ran through the Possible Precept spreadsheet she had created while going through minutes and newsletters.

AC was asked to contact the locum clerk contacts supplied by Steve Ragg and include a request for experience including budgets, Precepts and AGAR.

The recruitment process was discussed including the need to review the job description, plan an advert etc.

DI suggested that the HR group pull together a job description etc. and bring these to the next meeting. This was agreed.

GK asked what else needed to be done. LiW mentioned Risk Assessment and a copy had been in the paperwork handed to AC at the last meeting. AC to find this and pass to DI for scanning/OCR (Optical Character Recognition) to save having to retype out the word document.

AC asked if anyone knew whether holiday pay is restricted to the current financial year. PB confirmed that this is the case.

4. **AOB**

GK mentioned that he wants to stand down as Chair at the next Parish Council meeting due to work and home commitments. At the next meeting the Council will need to elect a new Chair.

The meeting closed at 18:55