



Spaldington Parish Council



.....at the heart of the Community, for the benefit of the Community.....

23 October 2021

Reference: 6/2022 CAM

Dear Councillors,

I hereby invite you to attend a **CLERK ADVISORY MEETING** of the **Parish Council** that will be held on the following:

Monday 01st November 2021 to commence at 8pm.

This meeting will be a remote meeting hosted using the Zoom online software. The details of the Zoom connection and access information are provided on the agenda.

For any apologies for attendance, please could you email me on spaldingtonpc@gmail.com at your earliest opportunity.

With regards,

Mr S R Baxter JP MIFA ADPS ADIP

Clerk and Responsible Financial Officer

Spaldington Parish Council



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The Councillors of the Spaldington Parish Council are hereby invited to attend a Clerk Advisory Parish Council Meeting at 8pm on Monday 01 November 2021 via the online digital format Zoom.

Zoom Meeting details: 646 433 7457 ID - Passcode - Parish

<https://us02web.zoom.us/j/6464337457?pwd=YktQVmRiK0tHOWdEVDVPZzR1UEtlQT09>

Whilst this meeting is not a Full Council Meeting and thus the Council is not legally obliged to permit the members of the public to attend, the Council and Clerk have taken the decision to permit public and press attendance. The Chair does note that any behaviour from any person's attending not considered appropriate, courteous or otherwise disrupts the meeting will not be tolerated and the person will be removed from the meeting.

The Chair will permit questions at his discretion from the public but these will need to be submitted to the Clerk (via the clerk's email: spalgingtonpc@gmail.com) PRIOR to the meeting, no later than Sunday 31 October 2021.

AGENDA ITEMS FOR DISCUSSION AND FORMAL ADVICE TO THE CLERK

- Welcome to all Councillors.** The Chair will remind all that the meeting is recorded and the recordings are kept for a minimum of 12 months. The Chair to advise all attendees that the meeting is a **CLERK ADVISORY MEETING** under the Scheme of Delegation of Authority to the Clerk and thus the Councillors will advise the Clerk on various issues but the Clerk will be the actual authoriser.
- Members of the public participation** - questions need to be pre-submitted. Any additional questions will be at the discretion of the Chair of the Parish Council.
- Proposal to advise the Clerk to exclude members of public from participation** - but can observe
For the following agenda points members of the public can observe the meeting but cannot take part in any discussion or debate. Any persons not Councillors or the Clerk will be muted on Zoom
- Apologies for absence from Councillors**
- Declarations of interest** - for the Council to note including dispensations presented to the Clerk
- Minutes of the last Clerk Advisory Meeting** (05 October 2021) - to formally advise to the Clerk that the minutes are accurate and he can formally agree them
- Telephone Box maintenance** - update from Cllr Murphy
- Financial update from the Clerk** (including bank reconciliations) - to formally advise the Clerk that the financial update is received and he can formally agree them
- General expenditure for approval** - to formally advise to the Clerk that the payments are acceptable and he can formally agree them:



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PAYEE	AMOUNT
Salary, holiday pay and overtime	Amount withheld due to confidentiality
Clerk's office allowance	£ 26.00
Peninsula Insurance direct debit	£138.62 / month
Elite Hire (Spaldington Fete) *	£250
Premier Event Marquees (Spaldington Fete) *	£1,500
Spaldington Fete - various (funded by ERYC grant) *	Up to £3,500 (to be detailed at the meeting)

* Funded by the ERYC 'Do it for East Yorkshire' grant award

10. **Update on the External Auditor investigation** - update (if any) from Clerk
11. **Internal Auditor appointment for 2021 / 22** - Recommendation by the Clerk
12. **Planning Applications** - to formally advise to the Clerk that the planning applications are either supported, not commented upon or rejected and he can formally respond to them
13. **Urgent or important correspondence** - Update from the Clerk
14. **Signs on Pathways in the Parish** - item moved from last meeting from Cllr Westin
15. **Village Working Group about broadband connections** - update from the Clerk
16. **Autumn Fete** - Review from the Cllr Murphy
17. **Complaint received by a resident** - Update from the Clerk
18. **Update of previous complaints made against the Council** - update that all have been dismissed
19. **Proposal by the CIC for the Parish noticeboard** - to discuss and agree way forward.
20. **Discussion of plans for Christmas celebrations and discussion of erroneous claim**
21. **Winter preparation**
22. **Wreath for the Remembrance Sunday**
23. **Full Parish Council meetings** - recommendation by the Clerk of how to proceed
24. **To agree the date and location of the Full Meeting of the Parish Council** - recommendation of the 8pm on Monday, 06 December 2021
25. **Parishioner concerns relayed to Councillors** - any update from Councillors from Parishioners