



Spaldington Parish Council



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

26 July 2021

Reference: 3/2022 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 02nd August 2021 to commence at 8pm.

Due to the current Covid-19 pandemic, this meeting will be a remote meeting hosted using the Zoom online software.

The details of the Zoom connection and access information will be provided separately to the Councillors.

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



The Councillors of the Spaldington Parish Council are hereby invited to attend a Clerk Advisory Parish Council Meeting at 8pm on Monday 02 August 2021 via the online digital format Zoom.

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 had hoped that we could continue to invite the members of the public as had been for the Full Parish Council Meetings.

But unfortunately, due the conduct of some of the Community persons at the last Clerk Advisory Meeting, the Councillors and Clerk have taken the view that this meeting will not be open to members of the public involvement. This is to ensure that Council operational business can be discussed by the Councillors and they can advise the accordingly. The Council will always wish to promote openness and transparency, but unfortunately the conduct of some persons at the last Clerk Advisory Meeting resulted in a hostile, adversarial and confrontational environment. In addition, unfounded allegations were made against the Councillors and Clerk.

The Councillors will review the decision for the Clerk Advisory Meeting in September 2021.

Should members of the public wish to raise a question before the meeting for the Councillors to consider, please will they contact the Clerk at spaldingtonpc@gmail.com. The answer will be then noted in the minutes which will be publicised as normal.

AGENDA ITEMS FOR DISCUSSION AND FORMAL ADVICE TO THE CLERK

1. **Welcome to all Councillors.** The Chair will remind Councillors 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.
2. **Apologies for absence from Councillors**
3. **Declarations of interest** - for the Council to note including dispensations presented to the Clerk
4. **Minutes of the last Clerk Advisory Meeting** (05 July 2021) - to formally advise to the Clerk that the minutes are accurate and he can formally agree them
5. **Off-road use of Featherbed Lane** - update from the Clerk
6. **Telephone Box maintenance** - update from Cllr Murphy
7. **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



8. **General expenditure for approval** - to formally advise to the Clerk that the payments are acceptable and he can formally agree them
 - i) Salary, overtime and Expenses of Clerk - amount withheld due to confidentiality
 - ii) Peninsula Insurance direct debits for February 2021 - £138.62 / month
 9. **Update on the External Auditor investigation** - update (if any) from Clerk
 10. **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
 11. **Urgent or important correspondence** - Update from the Clerk
 12. **Signs on Pathways in the Parish** - item moved from last meeting from Cllr Westin
 13. **Walkabout (report update) with the ERYC Parish Team** - update from Cllr Westin & Clerk
 14. **Communication from ERYC about village broadband connections** - Update from the Clerk
 15. **Policies needed as per Internal Auditor Review** - recommendation from the Clerk
 16. **Wind farm grant application submissions** - update by the Cllr Murphy (if any)
 17. **Parishioner concerns relayed to Councillors** - any update from Councillors from Parishioners
 18. **Newsletter** - update from the Clerk
 19. **To agree the Clerk Advisory Meeting of the Parish Council** - 8pm on Mon 06 September 2021 by Zoom
 20. **Council to discuss and consider update for formal complaint made**
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