



Spaldington Parish Council



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

28 August 2021

Reference: 4/2022 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 06th September 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



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 06 September 2021 via the online digital format Zoom.

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

<https://us02web.zoom.us/j/6464337457?pwd=YktQVmRiK0tHOWdEVDVPZzR1UEtQOT09>

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 05 September 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** - this will be limited to 10 minutes and each member of the public will have a maximum time of three minutes. This is 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** (02 August 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



9. **General expenditure for approval** - to formally advise to the Clerk that the payments are acceptable and he can formally agree them:

PAYEE	AMOUNT
Salary and overtime	Amount withheld due to confidentiality
Expenses of Clerk (Membership of Society of Local Council Clerks - 3 rd of cost)	£ 55.00
Clerk office allowance	£ 26.00
Peninsula Insurance direct debit	£138.62 / month

10. **Update on the External Auditor investigation** - update (if any) from Clerk
11. **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
12. **Urgent or important correspondence** - Update from the Clerk
13. **Signs on Pathways in the Parish** - item moved from last meeting from Cllr Westin
14. **Village Working Group about broadband connections** - update from the Clerk
15. **Autumn Fete proposals** - Update from the Cllr Murphy and the Clerk
16. **Policies needed as per Internal Auditor Review** - recommendation from the Clerk
17. **Newsletter** - update from the Clerk
18. **Notice of inspection of Council records** - update from the Clerk
19. **2nd Freedom of Information Request from Ms Wendy Mckay** - update from the Clerk
20. **Location of Bench in the community** - update from the Chair
21. **Parishioner concerns relayed to Councillors** - any update from Councillors from Parishioners
22. **To agree the Clerk Advisory Meeting of the Parish Council** - 8pm on Mon 04 October 2021 by Zoom
23. **Proposal to advise the Clerk to exclude members of public from being in attendance**
For the following agenda point members of the public and press will be removed from the meeting due to the confidentiality of the item.
24. **Council to discuss and consider update for formal complaint made**