

PIXLEY & DISTRICT PARISH COUNCIL

Parish Clerk: To be appointed
Email: pixleyclerk@btinternet.com

**Minutes of the Annual Parish Council meeting held on Monday 18th May 2020 @ 1930hrs
as a virtual Zoom session.**

Present:

Councillors K Bray (KB), Mrs. J Cowell (JC), P Hawker (PH), A Mawby (AM), S Swaites (SS), E Thompson (ET), Mrs. M Thwaites(MT) and M Tristram (MTr)

In Attendance: 0

Members of the Public: 3

Acting Chairman Cllr Tristram welcomed everyone to the virtual Zoom meeting and outlined some basic housekeeping rules for virtual meeting.

1. Apologies for Absence

No apologies.

2. Declarations of Interest and Requests for Dispensations

None stated – MTr advised that due to the nature of the meeting being virtual that any members wishing to declare declarations to email these directly to himself to be placed on the record by the future clerk.

3. Chairperson Election

PH proposed and AM seconded Chairperson Election of Cllr Tristram.

RESOLUTION: MTr accepted position. Declaration of Acceptance of Office signed for the record.

4. Vice Chairperson Election

None proposed.

RESOLUTION: Position of Vice Chair to be left vacant for time being. To consider at future meeting.

MTr reported that although Mike Skittery and Ken Davies had resigned Councillor positions, they had both indicated that they were happy to support the Parish Council in future. All members of the Council thanked both for their service and support over the years.

5. Finance

Outstanding payments were considered. MTr to advise should any significant changes arise to Annual Insurance Premium will be advised otherwise to ensure payment to be made. Lengthsman and Munsley Hall Hire invoice due. Invoices to be forwarded to MTr to arrange payment.

6. Clerk/RFO (Responsible Financial Officer)

Proposed by MTr to exclude members of the public from the meeting to enable personnel discussion for consideration of new Clerk appointment. AM seconded.

PH and MTr undertook the interview of the applicant for the position, Diane Baldwin. PH recommended whole heartedly the appointment of Diane Baldwin for the vacant position due to her 20+ years Clerk experience and SILCA qualification.

6.1 Contract of Employment

MTr shared details of draft Clerk Contract of Employment as used by HALC. Proposed details are in line with previous appointment. MTr explained that HALC had not pursued Council for any payment towards recruitment of the new Clerk.

ET questioned possible Conflict of Interest relating to previous Clerk had she worked for HALC at the same time as the Parish Council. ET requested this be checked for future reference. It was also note that it was now past and has no relevance on our new applicant.

For the record PH reported that Parish Councils previous Clerk had given correct notice period and hence was in accordance with the notice required.

RESOLUTION: PH proposed appointment of Diane Baldwin. MTr seconded. All Cllrs agreed.

6.2 Delegation of Powers

Councillors considered the Delegation of Powers for the new Clerk

RESOLUTION: Agreed that new Clerk/RFO have delegation of powers to spend within budget and if necessary due to time constraints and in liaison with Parish Councillors comment on planning applications. MTr proposed. AM seconded. All Cllrs agreed.

6.3 Parish Council Bank Account

Councillors considered the current situation with the Parish Council bank signatories.

RESOLUTION: Clerk to check Bank Mandate current signatories and updated as required.

PH requested that Clerk report her findings of general state of documentation and affairs to be reported at the next meeting.

Accounts to be made ready for Annual Audit as soon as possible.

7. Meeting conclusion and close

PH thanked MTr for taking Chairperson Position.

Next Meeting to be arranged.