

St. Albans Parish Council

Minutes of the Parish Council Meeting

Tuesday 27th November 2018, 6.30 p.m.

Oakwood Academy, Bewcastle Road, Warren Hill, Nottingham, NG5 9PJ.

Membership Councillors:

	Jason King	Chair
A	Tammy Bisset	Vice Chair
A	Cal Bryant	
	John Clark	
	Pat Clark	
	Keith Eddyshaw	
	Mike Robinson	
	Carole Wilson	
	Peter Wilson	

Councillors Absent are marked 'A'

Also in Attendance

Gary Long	Locum Clerk to the Council
Belina Boyer	Clerk to the Council

2018/080 Apologies for Absence

Apologies for absence were received from Councillors Tammy Bisset and Cal Bryant.

2018/081 Declarations of members' interests

There were no declarations on interest.

2018/082 Minutes of previous meeting

The minutes of the Parish Council meeting held on the 30 October 2018 were approved as a true and accurate record and signed by the Chair.

2018/083 To receive and note any update on actions arising from previous Parish Council decisions

An update on actions had been circulated and was noted.

2018/084 To receive parishioners questions/statements

There were none.

2018/085 Reports from Parish, Borough and County Councillors

There were no county or borough councillors present.

- Notice Boards: Cllr Eddyshaw reported that the notice board repair would be carried out by Christmas.
- Green Waste removal: Cllr King suggested to explore the possibility to place a skip

- short term to facilitate green waste removal.
- o Grit Bins: Cllrs P Clark, King and the Clerk would arrange to meet T. Ball of GBC to determine their precise location.
 - o Defibrillators: It was suggested to invite EMAS to help with siting the proposed defibrillators.
 - o Lamp Post poppies: It was reported that their removal was in hand
 - o Notice boards and benches: It was reported that these would be installed the following week.
 - o NALC AGM: Cllr King reported that he had not attended the AGM
 - o Footpaths issues: It was reported that most items on the list had now been resolved.

2018/085 Appointment of Clerk: To note the appointment of a new Clerk and related matters

- a) To note the appointment of Belina Boyer as Clerk from 27th November 2018 at £14 per hour.

The Council noted the appointment of Belina Boyer as Clerk with effect from 27 November 2018 at £ 14 per hour for 30 hours per month with a mileage fee payable for business travel (but not for attending meetings) at £0.45 per mile.

- b) To add Belina Boyer to the Unity Trust bank account able to create (but not authorise) payments and transfers and to do administrative functions.

The Council resolved to add Belina Boyer to the Unity Trust Bank Account able to create (but not authorise) payments and transfers and to act as account administrator.

- c) To note that Gary Long will continue to undertake some functions (including payments) during a short handover period.

This was noted by the Council.

- d) To consider purchasing a laptop for use by the Clerk on Parish Council business, up to £600

The Council resolved to authorise the purchase of a Parish Council laptop for the Clerk to use for council business at a cost of up to £600 excl. VAT.

- e) To consider purchasing a mobile phone for use by the Clerk on Parish Council business, up to £150

The Council resolved to authorise the purchase of a Parish Council mobile phone for the Clerk to use for council business at a cost of up to £150 excl. VAT.

- f) To consider purchasing a copy of Arnold Baker for Parish Council use, up to £130. The Council resolved to authorise the purchase of a copy of Arnold Baker for Parish Council use, up to £130.

- g) To confirm that the Clerk's annual appraisal will be carried out by the Chair and Vice Chair (or a substitute nominated by them if one of them is unavailable) and they will recommend any increment following that appraisal.

The Council resolved that the annual appraisal should be carried out by three councillors: chair, vice-chair and Cllr C Wilson. A substitute could be nominated if one of them were not available.

2018/086 Venue and time of future meetings.

- a) 2018/087 To consider a proposal to meet at 7.00 p.m. for future meetings
The Council resolved for future meetings to start at 7.00 pm.

- b) To consider a proposal to meet at Emmanuel Church Hall for future meetings
The Council resolved for future meetings to be held at Emmanuel Church provided there were no hire charges.

2018/87 Appointment of External Auditor: To consider the appointment of External Auditors.

The Council resolved not to appoint an external auditor but to use the auditor procured through the SAAA.

2018/88 To consider a report on preparation of the 2019/20 budget

- The Clerk to include suggestions brought forward at the meeting in preparing the budget proposals for 2019/20 for the January meeting
- The Clerk to revise the 2018/19 budget in line with decisions made to date and report the 9 month financial position at the January meeting.

2018/89 To consider the immediate payment of the previously agreed grant application of £8,250 for equipment on Muirfield Park (WAG), subject to an agreement that if the WREN application is not agreed within 18 months the money will be repaid.

The Council resolved to pay the £8,250 grant previously approved under 2018/055 (Local Government Act 1972, s.145) at the earliest opportunity subject to an agreement that if the WREN application is not agreed within 18 months the money will be repaid.

2018/90 Grant application: to consider a grant application from WAG for the Christmas Event

The Council resolved to grant WAG £ £1,970.00 for the Christmas event. (Local Government Act 1972, s.145).

2018/91 Press/Media, website & social media policy: To consider a policy regarding press/media, website & social media

The Council resolved to approve the policy as presented but recognised that it will require review and rewording. The new clerk would provide some suitable alternatives for consideration at the January meeting.

2018/92 Facebook: To confirm that the Parish Council should run a Facebook account in line with the above policy and that a report on raising the Parish Council's Facebook profile by advertising.

The Council resolved that the Council should run a Facebook account to aid communication with the population in line with the new website and social media policy but did not agree to advertising.

2018/93 To note the date, time and place of the next Parish Council meeting: 29th January 2018, time and venue to be decided.

The date and time of the next meeting was confirmed as Tuesday, 29 January at 19.00 . The venue would be confirmed.