



North Luffenham Parish Council

Minutes of the Extraordinary meeting of the Parish Council held at the North Luffenham Community Centre at 7pm on Monday, 9th April 2018

Present: Cllr Cummings (Chairman & Minute-taker), Cllr Cade, Cllr Inman, Cllr Riordan, Cllr Smith

There was one member of the public present.

1/18. Apologies: Cllr Sewell, Cllr Davies, Cllr Burrows, Mrs Ashpole (Clerk/RFO)

2/18. Declarations of Interest - None

Resolution to go into a private session in accordance with the Public Bodies (Admission to Meetings) Act 1960. Agreed – the member of public left the room for the next agenda item.

3/18 Receive a report from the Staffing Committee and to resolve to appoint a new Parish Clerk if so recommended by the Staffing Committee. The Chairman of the Staffing Committee reported on the interviews for the appointment of a new Parish Clerk. It was recommended that Mr J Willoughby be appointed, this was agreed unanimously.

It was resolved to offer Mr J Willoughby the post of Parish Clerk.

Action: Clerk to write to both Candidates to inform them of the decision.

The Chairman resumed the meeting and the member of public returned to the room.

4/18 Receive a proposal to provide funding of up to £600 from Reserves, to fund additional Clerk's salary during period of handover/takeover in April/May 2018. It was resolved to provide funding for Clerk (Designate) of up to £600, during period of handover/takeover.

5/18. To note receipt of data protection registration for data controller from ICO¹ and to seek approval to spend £35 (VAT: nil) for renewal of registration. It was resolved to authorise funding of £35 for data protection registration.

Action: Clerk

¹ Information Commissioners Office

6/18. To consider written notice received from 3 councillors to the Proper Officer in accordance with NLPC Standing Order 7 & 9 to reverse resolution 133/17e. & f. due to subsequently obtaining a more competitive quote for Internal Audit Service FY 2017/18

The Chairman advised that written notice had been received by the Parish Clerk as required. It was noted that in addition to pricing, difficulties had arisen in that LRALC, the previously agreed provider, was unable to provide the internal audit service for FY17/18 accounts.

7/18. To seek approval to appoint Lamin & White Internal Audit Service as the Internal Auditor for FY 2017/18. It was resolved to appoint Lamin & White Internal Audit Service at an agreed cost of £140 plus VAT.

Action: Clerk

8/18. To seek approval to spend £140 plus VAT for Lamin & White Internal Audit Service FY 2017/18. It was resolved to approve expenditure of £140 (Plus VAT - recoverable), the actual payment to be authorised in due course on receipt of the relevant invoice.

9/18. To note receipt of RCC Invoice for Community Street Lighting Recharge dated 12/03/2018 and to seek approval to spend £551.78 (VAT: nil). Cllrs reviewed the invoice and noted that it was not explicit in that there was no indication of the time period covered by the invoice, nor the reason for the amount being charged. **It was resolved** to defer payment until greater clarity was provided, by review of earlier correspondence from RCC, and if necessary by seeking further information from them.

Action: Clerk

10/18. Dates of next meetings (Mondays):

- a. Parish Meeting (called by Chairman), 16th April 2018
- b. Annual Parish Council meeting, 21st May 2018

The meeting closed at 7.30pm

Signed: _____

Date: _____