



ELVASTON PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON MONDAY 24TH FEBRUARY 2020 AT NUNSFIELD HOUSE, BOULTON LANE, ALVASTON, DERBY

Present: Cllr P Bickerton (Chairman) Cllr C Bennett (Vice Chairman), Cllr S Leuenberger, Cllr R Bullivant, DCllr P Watson, CCllr N Atkin, Fiona Stanbrook, Locum Clerk and 13 members of Public

| Minute Ref | Agenda Item | | Action |
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| 47/20 | Apologies for Absence | Cllr S Spenser, Cllr G Dodson, DCllr D Corbin, Cllr E Beech | |
| 48/20 | Declaration of Members Interests | Nothing to declare | |
| 49/20 | Variation of Order of Business | Nothing to vary | |
| 50/20 | Co-optation of new Councillors | <p>Two new applications have been received for residents who wish to be considered for co-optation to Elvaston Parish Councillor. The Locum Clerk had circulated to all member Councillors, prior to the meeting, information from both applicants.</p> <p>It was RESOLVED to co-opt both Toby Mansfield and Brian Slater. Both new members signed their Declaration of Acceptance of Office in the presence of the Locum Clerk. Further paperwork will be forwarded to both new member Councillors to complete their register of pecuniary interests within 28 days to be forwarded to the Monitoring Officer.</p> | |
| 51/20 | Standing Orders | The Locum Clerk circulated model Standing Orders to all member Councillors prior to the meeting. It was RESOLVED to accept the Standing Orders. Proposed by Cllr Leuenberger and seconded by Cllr Bennett. | |
| 52/20 | Financial Regulations | The Locum Clerk circulated model Financial Regulations to all member Councillors prior to the meeting. It was RESOLVED to accept the Financial Regulations. Proposed by Cllr Bennett and seconded by Cllr Bullivant. | |



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| 53/20 | Code of Conduct | The Locum Clerk circulated an updated copy of the Code of Conduct for all member Councillors. It was RESOLVED to accept the Code of Conduct. Proposed by Cllr Bennett and seconded by Cllr Leuenberger. | |
| 54/20 | Minutes of Meetings from 8th January 2020 and 13th January 2020 | <p>The extraordinary meeting held on 8th January 2020 was not quorate, nor was it held in a public place. The Locum Clerk has taken advice from DALC and it is recommended that these minutes be removed from the website. Any resolutions contained within these minutes are not legally binding and will be revisited through the course of ordinary Parish Council meetings.</p> <p>The ordinary meeting held on 13th January 2020 refers to a resolution made on 8th January 2020 in relation to the website hosting. This resolution is not legally binding and will be revisited during this extraordinary meeting for a legally binding resolution to be agreed. Advice from DALC recommends that member Councillors and ex-Councillors should not be entering into any contracts in relation to web-hosting for the Parish Council.</p> | |
| 55/20 | Budget 2020/21 | The Locum Clerk has updated the budget information into a pivot table to show budget V actual and to produce monthly bank reconciliations for the financial year 2020/21. This was circulated to all member Cllrs. Councillor Leuenberger has offered to assist the Locum Clerk with the finances to bring them up to current standard. | |
| 56/20 | Precept Request 2020/21 | The Locum Clerk has confirmed that a precept request for 2020/21 has been requested from SDDC for a total amount of £13820 | |
| 57/20 | Bank Account & Signatories | <p>There are currently bank accounts for the Parish Council with Natwest Bank and Unity Trust Bank. Member Councillors did not resolve to open an account with Unity Trust Bank, and the previous Clerk opened this account without authorisation. Check for resolution in 2018.</p> <p>It was RESOLVED to close the account with Unity Trust Bank and continue banking with Natwest Bank. It was RESOLVED to request online banking through Natwest Bank. Proposed by Cllr Bennett and seconded by Cllr Bullivant.</p> <p>The Locum Clerk has met with a branch manager at Natwest Bank and updated the current signatories mandate. The bank were still working from a mandate dated 2014 and of the four signatories recorded on this mandate, only Cllr Bickerton maintains member status and</p> | |



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| | | is authorised to sign any cheques or requests from the bank. Cllr Spenser has never been officially added to the mandate and cheques signed by Cllr Spenser were not signed in accordance with any mandate. It was RESOLVED the Locum Clerk will retain authorised signatory status as the Proper Officer of the Council along with Cllr Bickerton. The Locum Clerk will update on bank account status as information becomes available. | |
| 58/20 | Website Review | The current website does not meet with required criteria for compliancy. It was RESOLVED to use an alternative website provider and build a new website which meets current criteria for compliancy. It was RESOLVED to ask the current website provider to release the domain name for future use. Proposed by Cllr Bullivant and seconded by Cllr Leuenberger. | |
| 59/20 | Clerk Vacancy | It was RESOLVED to continue with the Locum Clerk until financial year end. The Locum Clerk will provide a timesheet and an invoice to each meeting for payment. It was RESOLVED to ask DALC to complete a job evaluation at a cost of approximately £120. This will give a clear and concise picture of how many Clerk hours are required per month and what salary scale should be paid. Proposed by Cllr Mansfield and seconded by Cllr Slater. | |
| 60/20 | Finance | The Locum Clerk provided a finance schedule for scrutiny along with supporting documentation and cheques for signature. | |
| 38/20 | Date & Time of next meeting | The next ordinary meeting of Elvaston Parish Council will be Monday 9 th March 2020 at 7.30pm in the village hall. | |

The chairman thanked everyone for attending and the meeting was closed at 8.20pm

Signed _____ Chairman / Vice Chairman