

# Upper Rissington Parish Council

Village Hall, Wellington Road Upper Rissington, Gloucestershire, GL54 2QW

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## Minutes of Extraordinary Parish Council Meeting held on Monday 18<sup>th</sup> July 2016, 7.30pm at Upper Rissington Village Hall

**Councillors Present:** David Arnold (DA), Jason Corban (JC), Andrew Maclean (AM), Caroline Maclean (CM)

**In attendance:** Four members of the public, Clerk Debbie Hill

Before the start of the meeting it was agreed to adjourn the meeting after agenda item 11 to discuss the lease of the village hall to the Village Hall Trust with members of the public present.

1. **Appointment of temporary Chairman to preside over the meeting** – Cllr Jason Corban was proposed as temporary Chairman for the meeting. Proposed by AM, seconded by DA. **Motion carried.**
2. **Appointment of Chairman and to receive Declaration of Acceptance of Office** – None.
3. **Appointment of Vice-Chairman and to receive Declaration of Acceptance of Office** – None.
4. **Apologies:** Cllrs Brian Hanks and Dawn Laird.
5. **To Receive Declarations of Interest and consider Applications for Dispensation:** None.
6. **Public Session:** The following points were made during the public session:
  - Looking forward to hearing the recording policy being discussed
  - A statement from the Village Hall Trust was going to be read out, but in light of the planned adjournment of the meeting it was felt it was not appropriate to read it out at this stage
  - Status update from the Developer – the Clerk advised this has been chased several times and is also being chased by Cllr Mark MacKenzie-Charrington
  - Village Hall progress – it was suggested that a weekly update is posted on the website
  - Defibrillator progress – it was suggested that a weekly update is posted on the website
7. **Finance:**
  - (i) *Review receipts and payments for the year to date* – The receipts and payments were reviewed.
  - (ii) *Review and sign off bank reconciliations for May 2016* – The bank reconciliations were reviewed and signed off by DA.
  - (iii) *Agree to open a new bank account with an alternative bank to HSBC to ensure URPC fully covered under the Financial Services Compensation Scheme* – It was agreed to open a new bank account subject to the Clerk seeking clarification that the £75k limit applies to the Parish Council. Proposed by AM, seconded by JC. **Motion carried.**
8. **Review of Grant application received** – the additional information that had been requested at the previous meeting had been received and distributed to all Councillors. It was agreed to provide a £500 grant to the 1<sup>st</sup> Upper Rissington BBS Scout Group. Proposed by CM, seconded by JC. **Motion carried.**
9. **Review of the council's procedures for handling requests made under the Freedom of Information Act 2000** – The policy statement was reviewed and adopted by the Parish Council. Proposed by AM, seconded by DA. **Motion carried.**
10. **Review and approve the Council's policy on recording meetings** – The policy was reviewed and changes were discussed. It was proposed that the policy should be re-written and reviewed again at the next Parish Council meeting. Proposed JC, seconded DA. **Motion carried.**
11. **New Village Hall:** *To consider whether to install a telephone line giving access to broadband and a landline for the office with BT on a two year contract with an additional one off installation cost* – It was agreed to install a telephone line with broadband access at the cheapest option available on a two year contract excluding inclusive calls. Proposed by JC, seconded by CM. **Motion carried.**

**12. Date of next regular meeting:** The next regular meeting will be at 7.30pm on Monday 1<sup>st</sup> August.

The date for the meeting was subsequently changed to Monday 8<sup>th</sup> August.

The meeting was adjourned at 20:20 hrs in order to discuss the lease of the village hall to the Village Hall Trust.

The meeting was re-convened at 21:35 hrs.

**13. To resolve to move into a closed session:** It was resolved to move into a closed session.

**14. Separate Business: Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a, the public and press should leave the meeting during the consideration of: Staffing Matters:**

(i) *To agree the Clerk's objectives for the year from 1<sup>st</sup> April 2016* – The objectives were discussed and it was agreed that further amendments need to be made.

(ii) *To agree two Councillors to undertake the Clerk's annual appraisal* – It was agreed to nominate Cllr David Arnold and either Cllr Jason Corban or Cllr Brian Hanks.

There being no further business the meeting closed at 22:25 hrs.

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Acting Chairman

8<sup>th</sup> August 2016