

Upper Rissington Parish Council

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

E-mail: clerk@upperrissington-pc.gov.uk

Minutes of Extraordinary Parish Council Meeting held on Friday 26th August 2016, 7.30pm at Upper Rissington Village Hall

Councillors present: Cllr Andrew Maclean (AM) (Acting Chair), Cllr Brian Hanks (BH), Cllr Caroline Maclean (CM), Cllr Dawn Laird (DL) (Deputy Clerk taking the minutes)

In attendance: No members of the public.

1. **Appointment of temporary Chairman to preside over the meeting:** Cllr Andrew Maclean was proposed as temporary Chairman for the meeting. Proposed by BH, seconded by CM. **Motion unanimously carried.**
2. **Appointment of Chairman and to receive Declaration of Acceptance of Office:** None.
3. **Appointment of Vice Chairman and to receive Declaration of Office:** None.
4. **Apologies:** Cllrs Jason Corban and David Arnold.
5. **To Receive Declarations of Interest and consider Applications for Dispensation:** No declarations or applications made.
6. **Public Session:** No comments.
7. **New Village Hall:**
 - (i) *To resolve, in accordance with Standing Order 22a, to execute as deeds the documents in resolution 11(i) of 8th August 2016* –The need to execute the Lease and Agreement to Lease as a deed was discussed. The Deputy Clerk explained that Kendall and Davies had confirmed this was the proper procedure. It was agreed to execute the Lease and Agreement for Lease as a deed. Proposed by BH, seconded by CM. **Motion unanimously carried.**
 - (ii) *To authorize two councillors, in accordance with Standing Order 22b, to execute the deeds on behalf of upper Rissington Parish Council and sign the Lease and Agreement to Lease in the form approved on 8th August 2016* - It was agreed to authorize two councillors to sign the Lease and Agreement for Lease in the form approved on the 8th August. Proposed by BH, seconded by CM. **Motion unanimously carried.**
 - (iii) *To authorize the Proper Officer, in accordance with Standing Order 22b, to witness the signatures of the two councillors signing the Lease and the Agreement for Lease* – It was agreed to authorize the Proper Officer to witness the signatures of the two councillors signing the Lease and the Agreement for Lease. Proposed by BH, seconded by CM. **Motion unanimously carried.**
 - (iv) *To resolve that any third party operating/or assisting in operating the new Village Hall under the delegation at 11(iii) of 8th August 2016 shall comply with all instructions/decisions of the Parish Council* – As it was doubtful the Lease and Agreement for Lease would be signed by the 3rd September, clarification around the delegated authority given to the Clerk on the 8th August 2016 to make interim arrangements to open the Village Hall was discussed. It was agreed to accept the Village Hall Management Trust's (VHMT) offer to assist the Parish Council with managing the Village Hall, but this would be strictly as volunteers, under the direction of the Parish Council and as a short-term measure. Current Parish Council Hall Hire Charges and Hire Agreements will apply to any Hall booking taken by the VHMT. It was confirmed, whilst managing the Hall as volunteers, the VHMT would be covered by the Parish Council's Insurance policy. Proposed by AM, seconded by BH. **Motion unanimously carried.**

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8. Finance:

- (i) *To approve and authorize payment of £7,000 (seven thousand Pounds) to Kendall and Davies client account, in readiness for the transfer of funds to the Village Hall Management Trust upon completion and signing of the Lease and Agreement to Lease* – To satisfy clause 15.1(a) of the Agreement for Lease, it was agreed to authorize payment of £7,000 (seven thousand Pounds) to Kendall and Davies client account. Proposed by BH, seconded by CM. **Motion unanimously carried.**
- (ii) *To authorize payment of £35 for the renewal of ICO data protection registration* – payment of £35 was authorized for the renewal of ICO data protection registration. Proposed by BH, seconded by CM. **Motion unanimously carried.**

9. Date of next meeting: Due to the Clerk being on Annual Leave, it was agreed to hold the September Parish Council meeting at **7.30pm on Monday 12th September 2016**

There being no further business the meeting closed at 19:50 hrs

Signature of Chairman upon approval of Minutes 3rd October 2016