

Upper Rissington Parish Council

Minutes of Extraordinary Parish Council Meeting held on Wednesday 16th November 2016, 9.30am at Upper Rissington Village Hall

Councillors Present: Cllrs Jason Corban (JC), Brian Hanks (BH), Caroline Maclean (CM) and Dawn Laird (DL) acting as Clerk and taking Minutes.

In attendance: one member of the public.

Meeting commenced at 9:33am.

1. **Appointment of temporary Chairman to preside over the meeting.** Cllr Corban was proposed as temporary Chairman for the meeting. Proposed by BH, seconded by DL. **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 Acceptance of Office.** None.
4. **Apologies:** Cllrs David Arnold and Andrew Maclean.
5. **To Receive Declarations of Interest and Consider Applications for Dispensation.** None.
6. **Public Session:** Explanations were sought for the following: how is the £40,000 sum received from the Developer earlier in the year to be spent and why was Item 7(iv) necessary?
7. **Finance:**
 - (i) *To consider and authorise payments due* – Payments were agreed in accordance with the Payments List below, excepting the Clerk's Salary, which was deferred for further discussion and approval until item 10. Additionally, the BT invoice was approved for payment, but, as the line rental was more than approved in the Minutes of 27th June 2016, a request was made for the Clerk to make enquiries and provide a full explanation for the variance at the December PC meeting, with a refund obtained if necessary; D. Laird's expenses should have read £31.32 on the payment's list and was amended accordingly; the Grant Money (D Beard) cheque is not to be released until the Clerk is in receipt of the invoice and confirmed the terms of the grant allow for such purchase. Proposed by JC, seconded by BH. **Motion unanimously carried.**
 - (ii) *To consider and authorise vires from Contingency / Reserves.* Approval was given to vire a total of £1220.78 from General Reserves to meet the following payments: Charter Commercial, CDC, KR Electrical, BT, nPower, Albion Water, Cleaner's salary, cleaning products (D. Laird's expenses). Proposed by JC, seconded by BH. **Motion unanimously agreed.**
 - (iii) *To note the expenditure / payments made by the Deputy Clerk under Emergency Powers.* Nothing to report.
 - (iv) *Retrospective approval for cheque payment from URPC to GAPTC in reimbursement.* Proposed by JC, seconded by CM. **Motion unanimously carried.**
8. **New Village Hall:**
 - (i) *To discuss and approve purchasing sanitary bins.* It was agreed to enter in to a fully-serviced, four-weekly collection contract at a cost of up to £195 + VAT per year, with instruction for the Deputy Clerk to negotiate the shortest possible contract. Proposed by BH, seconded by CM. **Motion unanimously carried.**

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9. **To resolve to move in to a Confidential Session to discuss Separate Business, pursuant to s.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:*** Proposed by BH, seconded by JC. **Motion unanimously carried.**

The one member of the public in attendance left at this juncture.

10. **Clerk's Return to Work Interview:** Please see Minute reference 59/2016 – page 4 of 4 held in a separate Confidential Minute file.
11. **Contracts of Employment:**
(i) *To discuss the working hours of the Village Hall Cleaner and agree any actions necessary.* Please see Minute reference 59/2016 – page 4 of 4 held in a separate Confidential Minute file.
(ii) *To discuss and approve the updated contract for the Village Hall Cleaner.* Please see Minute reference 59/2016 – page 4 of 4 held in a separate Minute file.
12. **Date of the Next Meeting:** The date of the next regular meeting will be Monday 5th December 2016, commencing at 7.30pm in the Village Hall.

There being no further business the meeting closed at 11:45am.

Signature of Chairman upon approval of Minutes..... 5th December 2016

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Payments List – 16th November 2016

Payee	Details	Invoice Date	Amount	Cheque Number	Power to Spend
Charter Commercial**	Fire exit doors - remedial work	28-09-2016	£216.00	100139	LGA 1972 s.133
Grant Thornton	Audit Fee 2015/16	24-10-2016	£390.00	100140	IGA 1972 s.111
West Oxfordshire District Council	Play Park Inspection - September	19-10-2016	£17.70	100141	PHAA1907 S.76(1)
Cotswold District Council**	Non-Domestic Rates for September	02-08-2016	£90.00	100142	LGA 1972 s.133
K R Electrical Ltd**	Install Defibrillator	15-11-2016	£90.00	100143	LGA 1972 s.133
BT**	Telephone Services	09-10-2016	£330.81	100144	LGA 1972 s.133
Robin J Perry Ltd**	To fit key holders to Village Hall	11-10-2016	£60.00	100145	LGA 1972 s.133
Thomas Legal Group	Legal costs incurred by Village Hall Management Trust	14-10-2016	£1,020.00	100146	LGA 1972 s.133
nPower**	Gas for Village Hall	12-10-2016	£225.50	100147	LGA 1972 s.133
Albion Water**	Water and wastewater services for period 1.10.16 to 31.3.17	17-10-2016	£89.76	100148	LGA 1972 s.133
Janet Eustace Consultancy Ltd	Locum Clerk Support	31-10-2016	£327.00	100149	LGA 1972 s.112(2)
Payroll	Clerk's November Salary	-	£1,021.22	100150	LGA 1972 s.112(2)
Payroll**	Cleaner's November Salary	-	£173.33	100151	LGA 1972 s.112(2)
D Laird** (part)	Expenses (office consumables, postage stamps and cleaning products)	-	£31.32	100152	LGA 1972 s.111 & S.133
Dean Beard	Hall Hire - Deposit Return	-	£100.00	100154	LGA 1972 s.133
Dean Beard	Grant Money - for equipment		£152.35	100155	
TOTAL			£4,334.99		

** money to meet payment coming from General Reserves