

LACKFORD PARISH COUNCIL

MINUTES OF SPECIAL COUNCIL MEETING

Held on Monday, 17 June 2019 at 7:30 PM in Lackford Church

Present Stan Green (Chairman)
Steve Jones
Harry Lidster
Naomi Palmer
Roland van Wijk
John F Sadler (Clerk)
Christine Mason (part time)

Apologies Andrew Ramsay
John Coldwell (after the meeting)

Statutory notices and the Agenda.

The Chairman ascertained that the statutory requirements for holding the meeting had been observed, there was a quorum (minimum 2 for APM and 3 for the Council meeting), and determined if any Councillors wish to declare an interest in any matters on the Agenda.

1. To meet and confirm the appointment of Christine Mason as Parish Clerk

1.1. Introduction - The Chairman Stan Green explained that John Sadler wished to step down as Parish Clerk after 13 years of service as Clerk to the Council. Thus, the purpose of this meeting was to meet, and if Council agreed, confirm the appointment of Christine Mason as the new Parish Clerk.

The Chairman wish to put on record, his own and the Councils sincere thanks and appreciation for John's dedication as Clerk and his proactive approach to the many additional matters not typically undertaken by a clerk. He hoped that John would actively support the Council in the future.

1.2. Christine Mason - gave a résumé of her previous work as a Town and Parish Clerk, and details of her current employments and her qualifications for the role. She currently holds a Certificate in Local Council Administration (CiLCA). This was followed by question-and-answers between the Parish Councillors and Christine. Christine was then asked to step outside for a short period to allow Councillors to have a private discussion that concluded with the unanimous decision to offer Christine Mason the position as Clerk to Lackford Parish Council.

Christine then returned to the meeting where the offer to appoint Christine as clerk was formally made and accepted.

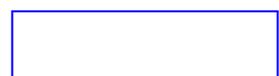
1.3. Contract of employment - it was agreed that the Clerk would prepare a formal contract based on the NALC template that, after approval by the Chairman, will be submitted to Christine Mason for signature. ¹ Christine Mason then left the meeting.

2. Other matters

2.1. Payment for the car park light - previously agreed as not to exceed £900. However, the final cost is £962.64 ex VAT.

❖ **Councillors approved that** - £500 shall be paid from Susan Glossop's locality budget (already received) and the balance of £462.64 be paid as a Section 137 payment.

2.2. Purchase of computer with support contract, printer and software - Councillors discussed the purchase of a computer with a support contract, Microsoft software and a multifunction printer/scanner. Payment for this equipment would principally come from the Reserved Fund of £650 set aside from the Transparency Fund for Smaller Authorities. Councillors questioned whether Christine actually required a printer/scanner. Hence, the Clerk agreed to talk to Christine following the meeting. *(The Clerk later discussed the matter with Christine who, confirm that for the time being, her existing printer/scanner could be used and printing would be charged as an administration expense.)*



Quotations obtained by the Clerk for this equipment was as follows:

Dell latitude 3500 – Intel I3, 8 GB RAM, 128GB SSD	£515 ex VAT
5 year ProSupport	£195 ex VAT
Office 365 Personal - 1 user	£50 ex VAT
HP printer – either 6970or 8710	approximately £80-95 ex VAT
Total	£840-855 ex VAT

- ❖ It was subsequently proposed by Steve Jones that all necessary equipment and software should be purchased to allow the new clerk to carry out the function of Clerk to Lackford Parish Council.

Council members unanimously approved the proposal and instructed the Clerk to purchase the necessary equipment.² (A computer as described above with 5 year ProSupport has now been purchased for the sum of £688.09 plus VAT)

3. To confirm the date and time of the next and future meetings

The next Parish Council meeting (Meeting No 2) will be as previously proposed on: Monday 30 September 2019 at 7:30pm in Lackford Church.

(Please note, this is a change from the normal date of the second Monday in October)

Proposed dates for future meetings:

- Monday 09 December 2019 (Meeting No 3) – 2nd Monday in December
- Monday 09 March 2020 (Meeting No 4) – 2nd Monday in March
- Monday 11 May 2020 (APM & AGM) - 2nd Monday in May
- Monday 12 October 2020 (Meeting No 2) – 2nd Monday in October

The above minutes are confirmed as a correct record of the meeting.

Chairman

Date

Notes relating to these minutes:

Text in italics relates to subsequent action or for information, it does not form part of the minutes.
 Text that is underlined and in green font, indicates that action is required.
 The following endnotes do not form part of these minutes.

¹ The Clerk to prepare a contract of employment to be approved by the Chairman and submitted to Christine Mason signature.
² The Clerk to purchase a computer and other equipment and software as appropriate for use by the Parish Clerk in connection with her duties.

