

SHEPTON BEAUCHAMP PARISH COUNCIL – Council Minutes

Minutes of the Meeting of Shepton Beauchamp Parish Council

**held on Monday 18 June 2018 at 7.30pm
in the Village Hall, Shepton Beauchamp.**

Present: Councillors:

J Bishop (Chairman)

S Brunt

R Cripps

E England

A Joy

C Lillywhite

E Wakely

In Attendance:

David Mears PSLCC – Interim Parish Clerk and County and District Councillor Adam Dance and District Councillor Crispin Raikes. There was one member of the public and no members of the press present.

7. To receive Apologies for Absence and to approve the reasons given. (LGA 1972 s85 (1))

Apologies for absence were received from Cllr Rowswell – conflicting engagement.

RESOLVED – to accept and approve the reason given.

8. Declarations of interests - Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)

None.

9. To approve and sign as a correct record the minutes of the Parish Council Meeting held on Thursday 7 June 2018. (LGA 1972 sch 12, para 41(1))

RESOLVED – that the minutes of the Parish Council Meeting held on Thursday 7 June 2018 be signed as a correct record.

10. Proper Officer and Responsible Financial Officer - To formally appoint David Mears PSLCC as interim Parish Clerk (Proper Officer) and Responsible Financial Officer until such time a new Clerk and RFO is appointed.

RESOLVED – appoint David Mears PSLCC as interim Parish Clerk (Proper Officer) and Responsible Financial Officer until such time a new Clerk and RFO is appointed.



11. To receive written or oral reports from meetings attended by Councillors on behalf of the Council (if any).

CLlr Bishop recently attended a General Data Protection Regulations (GDPR) training course.

12. Council Policies –

The interim Parish Clerk explained the reasons and requirements for adopting the following policies

- a) To adopt new NALC model Standing Orders (*last reviewed 2010*)

RESOLVED – that the NALC model Standing Orders be adopted as recommended.

- b) To adopt Financial Regulations

RESOLVED – that the Financial Regulations be adopted as recommended.

- c) To adopt a Complaints Procedure

RESOLVED – that the Complaints Procedure be adopted as recommended.

- d) To adopt a Recording of Meetings Policy

RESOLVED – that the Recording of Meetings Policy be adopted as recommended.

13. Membership - to consider to become a member of Somerset Association of Local Councils (SALC)

RESOLVED – to become a member of Somerset Association of Local Councils (SALC).

14. Phone box – to authorise repair works to the phone box by the village hall.

Repairs estimated around £80 – to replace broken glass.

RESOLVED – to proceed with repair works to the phone box by the village hall.

15. Parish Clerks Vacancy – to set up an interview panel consisting of three councillors to interview and make a recommendation to the full council meeting in July

RESOLVED – that the interview panel will consist of approx. three councillors from the following councillors - Bishop, England, Lillywhite, Rowsell and Wakley.

16. Acting Parish Clerk's Oral Report – items of information.

The interim Parish Clerk informed councillors that the accounts for the previous financial year have now been completed and will be sent to the internal auditor on Friday 29 June. Most of the filing has been constructed and GDPR audit is being undertaken at the same time. An

A handwritten signature in black ink, appearing to be 'S. Bishop', with a long horizontal line drawn underneath it.

explanation of the need of a website to comply with the Transparency Code for smaller authorities has been mandatory from 1 April 2015.

Finance – Bank Account Balances – To review and note the balances of the Council's bank accounts as of 28 May 2018.

Both of the Councils bank accounts have a combined total of £60,439.16 as of 28 May 2018.

Finance - Accounts for Payment and Income - to approve items of expenditure and income.

None

Chairman's Report – items of information

Cllr Bishop paid tribute to the former Parish Clerk Di Clarke, whom will be sadly missed and condolences to her family for their loss.

Meeting closed at 9.32pm

Signed:  ~

Date: 18/7/18.