

Great Linford Parish Council

Great Locality - Proud Community

Minutes* of the Full Council meeting held on Tuesday 15th July 2008 at 7:30pm in the Parish Office, Neath Hill Local Centre.

**These minutes have not yet been approved by the Parish Council*

Present: Cllr Macaulay (Chair), Cllr Williams, Cllr Loftus, Cllr Pickhaver, Cllr Connor, Cllr Ellis, Cllr Markley, Cllr Wallis, Cllr Byfield, Cllr Stabler, Cllr Allum, Cllr Teesdale Cllr Brockwell Cllr Tripp.

Ward councillors - Cllr Mahoney, Cllr Richards . Two members of the public.

1. **Apologies** –Cllr Rose
2. **Declarations of Members Interests** - none declared
3. **To approve minutes of the last meeting as a true record** – this was proposed by Cllr Markley and seconded by Cllr Allum. All agreed.
4. **Matters arising** –
 - a. Vacancies have been advertised and two members of the public have shown interest and are attending the meeting.
5. **Resolutions** – the council was asked to agree the following proposals;
 - a. To allow the Parish Manager to purchase items as required. The Parish Manager cannot spend more than a £180 each month on items needed for the day to day working practices of the office, *proposed by Cllr Stabler seconded by Cllr Brockwell , all agreed*
 - b. To allow the Parish Manager to have a rolling £20 petty cash amount. *proposed by Cllr Markley seconded by Cllr Allum , all agreed*
 - c. To allow the Parish Manager to pay the August suppliers on behalf of the council without the council having seen or agreed the actual amounts to be paid, *proposed by Cllr Allum seconded by Cllr Williams all agreed*
 - d. That all councillors who use email as a medium for receiving information need to confirm in writing to the Parish Manager their acceptance of this electronic information *proposed by Cllr Allum seconded by Cllr Loftus all agreed*
 - e. To give the Parish Manager authority to engage the services of the Tate agency to recruit a suitable person for the position of admin support. Cost to be capped at £2461.00, *proposed by Cllr Tripp seconded*

by Cllr Stabler all agreed

- f. The Parish Manager be paid for an extra 5 hours a week to 30 hours for a trial period of 3 months 15th July to 20th October. In addition the current admin assistant is asked to work an extra 30 hours in the month of August to assist with these changes, *proposed by Cllr Wallis seconded by Cllr Stabler all agreed*
 - g. To agree to the purchasing of office furniture and a replacement printer at a combined cost not exceeding £2166, *proposed by Cllr Loftus and seconded by Cllr Ellis all agreed*
 - h. To agree with the recommendations of the Recreation Meeting dated 8th July for the purchasing of 3 allotment gates from Warefence at a cost to the council of £1908 excl vat
 - i.
 - j.
 - k.
 - l.
- 6.
- a.
 - b.

7. **Office resourcing**

- a. **Payments and Balances.** Councillors were given details of the bank balances as at the meeting date and a list of required payments. It was proposed by Cllr Stabler and seconded by Cllr Williams that all payments are paid. All agreed
- b. **Insurance.** The Parish Manager reported than an additional payment should be made when a quote for insuring the new cricket equipment was obtained.

8. **Office equipment**

- a. Main concern is the lack of attendance and also the fact that often the group are not notified that either the Council Officers or the Police will not be attending.

9. **Finance** – Cllr Stabler updated the council on the Play areas as reported by Phil Snell. There was also a briefing about Loriner Place.

10. **NAGS Report - North and South**

11. **Recreation and Environment committee**

12. **FGP Committee**

13. **Councillor items**

- a. Cllr Loftus raised the issue of travel expenses for travel from home to council meetings. Cllr Macaulay asked the Parish Manager to review the conditions associated with this and provide information for the FGP meeting.

- b. Cllr Wallis raised the issue of “rodents” and the fact that there seems to be no understanding of the MKC policy. This was to be discussed at the Recreation and Environment Meeting.

14. Correspondence

- 15. Date of the next meeting is Tuesday 16th September at 7:30pm

The meeting closed at

Signed

Eirwen Tagg