Clyffe Pypard Parish Council

All enquiries to Parish Clerk email: clerk@clyffepypardbushton.org.uk

To: All Members of Clyffe Pypard Parish Council

You are hereby summoned to attend a **meeting** of the Parish Council to be held on

Wednesday 7th December 2022 at 6.30pm in the village hall, for the transaction of the business shown on the agenda below.

Please note – the meeting will be recorded (audio)
Councillors are reminded of their obligations under the Code of Conduct.

Public Participation: Members of the public are invited to attend the meeting.

AGENDA

No	Item
1	**Apologies for absence** Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1)
2	**Declaration of interest and Dispensations to Participate** (a) To receive and note declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members. (b) To receive any dispensation requests received by the Parish Clerk and not previously considered.
3	**Minutes of the Council Meeting** To approve and adopt the minutes of the previous meeting held on 13th July 2022 (enclosed). To approve and adopt the minutes of the previous meeting held on 27th October 2022 (enclosed).
4	**Public statements with respect to items on the agenda** Individual statements will be limited to 3 minutes. This session is limited to 15 minutes. Members of the public who wish to raise issues under this item should notify the Chair before the meeting starts, stating which item on the agenda they wish to speak about.
5	**Formal announcements from the Chair** To receive and note any formal announcements from the Chair
6	**Representative reports and updates:** None received
7	**Planning applications:** No new applications or decisions notified.

8	**Finance** • To receive and note Budget Comparison Qrt2 2022/23 and agree the bank reconciliation at £7036.59 on 30 Sep 2022 (Cllrs C Rickett and Gagen) (see attached reconciliation table and bank statement) • To note receipt of VAT refund of £924.05 - 24 Nov (for inclusion Q3 reconciliation) • To agree a Precept for 2023-24 and reserve amount to be retained as required. • **Proposal**: To set a Precept for 2023-24 of £3000 (= £19.07/household at Band D). Proposed By Cllr Guy Rickett
9	**Clerk Recruitment** • To agree the recruitment process for a new Clerk. • **Proposal** from the chair: A councillor to be appointed to follow the existing procedure (Recruitment and Staff policy), advertise, write job description and acknowledgement application received, provide job description to candidates, schedule/arrange interviews inviting all councillors who want to be involved. Final decision on appointment and salary to be voted on by full council.
10	**Grant Application** • To note and consider requested grant application made by the Womens Institute for £450 (enclosed)
11	**Appointment of Temporary Clerk and Responsible Finance Officer** • **Proposal**: The appointment with immediate effect of a Temporary Clerk and Responsible Finance Officer (RFO) for Clyffe Pypard Parish Council • **Proposal**: Approve the appointment of Mr. Peter Gantlett to the position of Temporary Clerk and Responsible Finance Officer (RFO) for Clyffe Pypard Parish Council Proposed by Councillor John Hughes, seconded by Councillor Anthony Norman
12	**Appointment of New Website Manager** • Proposal: The appointment of a new website manager for the Clyffe Pypard Parish Council website • Proposal: Approve the appointment of Councillor Anthony Norman to the position of manager of the Clyffe Pypard Parish Council website Proposed by Councillor John Hughes, seconded by Councillor Anthony Norman
13	**Date of the next meeting: 2 Feb 2023**

Payments made between meetings for approval:

None made.

Payments to be made at Parish Council meeting for approval:

None received.

Related papers (available from Councillors):

Minutes of meeting held 27 Oct 2022

Minutes of meeting held 13 Jul 2022

Financial reconciliation table 2022-23 Q2

Bank statement 7 Oct 2022

Womens Institute grant application

Precept information (recirculated from Oct meeting papers)