

Hilgay Parish Council

Minutes of the extraordinary meeting of Full Council on Friday 19 June 2020 at 7pm

Present:

Hilgay Ward

CLlr Susan Annan, CLlr Graham Carter, CLlr Annabel Charlesworth, CLlr Elaine Hall, CLlr Gillian Harris and CLlr Jane Heatrick.

Ten Mile Bank Ward

CLlr Ryan Coogan

Interim Parish Clerk and Responsible Financial Officer

Ms Claire Dornan – left at item 8.

Other non-Council members present

There was one member of the public present at the meeting until item 8.

The Maintenance Officer, Colin Wills, was present at the meeting until item 8.

Members were given an explanation of how the Zoom meeting would proceed by the Chair and the Chair completed a role call to ensure everyone could be heard.

1. To receive Members' Apologies for Absence

CLlr Peter Bates, CLlr Peter Carter and CLlr Ray Houghton gave their apologies due to technological access issues.

2. To receive Members' Declarations of Interest

There were no Declarations of Interest made.

3. To agree the dates for the Exercise of Public Rights

Proposed CLlr Hall Seconded CLlr Charlesworth

'That the period for the Exercise of Public Rights be notified tonight on the Parish Website and notice boards be 22 June 2020 until 31 July 2020.'

7 in favour

4. To approve the Bank Reconciliation for 31 March 2020

Proposed Cllr Charlesworth Seconded Cllr Hall

'That the Bank Reconciliation to 31 March 2020 be accepted.'

6 in favour 1 abstention

5. To receive the Internal Auditors Report for 2019/2020

Proposed Cllr Harris Seconded Cllr Charlesworth

'That the Internal Audit Report for the Financial Year 01 April 2019 – 31 March 2020 be accepted.'

All in favour

Council at a future meeting would like to discuss having a minimum level for obtaining three quotations. It was noted that often three quotes have been obtained but are not recorded in the minutes as proof this has been actioned or some items were so specialist it was difficult to obtain multiple quotes.

6. To approve the Annual Governance Statement for 2019/2020 PART 1 AGAR

The Statements were read to Council by Claire Dornan.

Proposed Cllr Hall Seconded Cllr Coogan

'That the Annual Governance Statement for 2019/2019, Part One of the AGAR, be signed by the Chair on behalf of Hilgay Parish Council. Questions 1-8 are to be completed as Yes and Question 9 to be completed as N/A'

All in favour

7. To approve the Annual Governance Statement for 2019/2020 PART 2 AGAR

Proposed Cllr Hall Seconded Cllr Harris

'That the Annual Governance Statement for 2019/2019, Part Two of the AGAR, be signed by the Chair on behalf of Hilgay Parish Council.'

6 in favour 1 Abstention

Confidential items

8. To discuss Parish Clerk applications

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public and press.

Proposed Cllr Hall Seconded Cllr Heatrick

‘That item 8 be discussed excluding members of the press and public due to data protection reasons.’

All in favour

The member of public, the Maintenance Officer and Claire Dornan left the meeting.

The member of the public, understanding it was difficult to re-enter the meeting again, asked that the Chair advise the outcome of item 9 following the conclusion of the meeting. The Chair agreed.

A comprehensive discussion around whether to interview the applicant took place and all Councillors agreed to this.

All in favour

9. To agree who to interview for the role of Parish Clerk

It was agreed that Councillor Coogan and Councillor Charlesworth would interview the applicant.

All in favour

The Chair confirmed the next meeting was on 02 July 2020.

The Chair thanked everyone for attending and closed the meeting at 7.45

Chair

Graham Carter

Dated 2nd July 2020