

Easington Parish Council

MINUTES TO EXTRA ORDINARY 'CLOSED' MEETING HELD ON THE 26 OCTOBER 2020 THIS MEETING WAS VIRTUAL USING THE ZOOM PLATFORM

Present:	Vice Chair - Cllr. Ian Smith	IS
	Cllr. Roy Clubley	RC
	Cllr. Angela Tucker	AT
	Cllr. Burt Graham	BG
	Cllr. David Longhorn	DL
Clerk:	Kim Dalton	KD
Ward		
Councillor(s):	Lyn Healing	LH
	Paul Whitehead	PW

Members of Public: Closed Meeting

Minute	Discussion and Agreement	Action
20/10/15	To note apologies for absence and absentees	
	Karen Nicholson apologised for absence due to Family Circumstance Tony Smith - Absent	
20/10/16	Councillors disclosure of interests in matters to be discussed	
	Pecuniary - None disclosed Non-Pecuniary – None disclosed	
20/10/17	Chair	
	It was agreed that the following procedure be followed until the next Annual General Meeting is held. Chairman, or in his absence the vice chairman, must preside. Only if these are both absent may the council appoint some other councillor to preside. (Local Government Act 1972 Schedule 12 paragraphs 11 and 27), this Legislation was provided to Easington Parish Council by ERYC, Democratic Services Section. All Agreed .	
20/10/18	Appointment of Interim Clerk	
	Following the resignation of the Clerk, the Acting Chair, Ian Smith sought advice from ERYC for alternative Clerks to undertake the role on a Temporary basis. Details of Clerks in the area who may be willing to provide support were provided. Kim Dalton agreed to take on the role on a temporary basis for a period of 3 months whilst advertising can take place for a new clerk.	

	<p>Under Delegated Authority, Section 101 of the Local Government Act 1972, and via email to all Parish Councillors on 5/10/2020 it was agreed on 06/10/2020, that Kim Dalton be appointed on 06/10/2020.</p> <p>Following discussion Councillors agreed to Advertise for a Permanent Clerk as soon as possible. This is to go on PC Website, Local Newspaper and Noticeboards. Further it was agreed that the Chair together with the 2 HR representative undertake the selection and interview process for a Permanent Clerk.</p>	<p>AT/KN/IS</p>
<p>20/10/19</p>	<p>Finance</p>	
	<p>A 'Confidential Report' had been circulated to All Councillors prior to the meeting this report and findings was discussed and unanimously agreed by Councillors present.</p> <p>Although Councillor Nicholson could not attend the meeting, she did send additional comments which were noted. It was unanimously agreed that it was unnecessary and costly to have an External Audit conducted. Further it was Unanimously Agreed that a Line be Drawn, and Parish Council move forward.</p> <p>Easington Parish Council finances were discussed and reviewed, as follows:</p> <p><u>Wage roll and Audit</u> Discussion took place and It was Agreed to Appoint an external Accountant, Southgate's to prepare the monthly Wage roll.</p> <p>Payroll service - £28.20 (+vat) per month invoiced on a quarterly basis.</p> <p>Further it was discussed and Agreed that Southgate's would be appointed to carry out the Annual Internal Audit. Based on the following quotation:</p> <p>Annual Internal Audit £200 (+vat) per annum</p> <p><u>Bank Account/Internet Banking</u> The following signatories were agreed: Ian Smith Roy Clubley (existing signatory) Kim Dalton (Clerk and Responsible Financial Officer) It was also agreed that Kim Dalton be the Primary User on the Internet Banking.</p> <p><u>IT Equipment, Software and Mobile Phone</u> Advice has been sought from ERNLLCA following the departure of the previous Clerk, as a result Easington Parish Council have been advised that Personal Devices should 'Never' be used to undertake Parish Council work.</p> <p>Therefore, it was proposed and agreed that the following equipment be purchased:</p>	<p>Clerk</p> <p>Clerk</p>

	<p>Laptop Mobile Phone – dedicated phone no. for PC Use Purchase of Microsoft Business Package 365 to install onto Laptop (NB this supports the use of Microsoft Teams so overall a saving as would have to use Zoom otherwise and still purchase Excel / Word etc) Purchase of Virus Protection for Laptop</p> <p>Clerk obtained the following equipment quotations and following discussion it was agreed, the equipment/software be purchased:</p> <p>Laptop - Dell Inspiron 17 3793 17.3 Laptop Intel Core i5 1TB - £582.50 plus VAT Mobile Phone - Samsung A2 (SIM Free) - £124.99 plus VAT Microsoft Package – £112.80 (9.40 per month plus VAT) = £135.56 (Zoom is 119.90 but without Excel/Word) Virus Protection - £30.00</p> <p>Total: Spend £850.29 (ex VAT) plus another £11.00 for SIM Card and Top Up of £10.00 on phone</p> <p>It was noted that the VAT element can be reclaimed along with the previous 4 years VAT. The total amount of VAT unclaimed back to 2014/2015 is £1927.83. Unfortunately only 4 years can be reclaimed amounting to £555.94 which goes someway to offset the above additional expenditure.</p>	<p>Clerk</p> <p>Clerk</p>
20/10/20	Items for the Next Agenda	
	Councillors to note that the Gas Liaison will report at the next meeting, if any Councillor wishes to make any comment to let the Clerk know.	
	<p>Date of Next Meeting: 09 November 2020</p> <p>Meeting Closed at 20:06</p>	