

## THREE SAINTS SOUTH ELMHAM PARISH COUNCIL

### MEETING – 7.30pm

25<sup>TH</sup> JANUARY 2016

MINUTES [ approved by councillors on 09-03-16].

1. The chairman, John Davies, welcomed councillors John Flatt, Paul Watkin [arr. 8.15pm] and James Montagu. There were no members of the public present. Apologies were received from David Ritchie [SC and WD councillor]. The clerk, Caroline Cardwell was in attendance.
2. **Declarations of interest** and requested dispensations – none
3. **Public Forum** – none
4. **Minutes of the previous meeting** [18-11-15] were approved and signed as a true record.
5. **Matters arising** – councillors noted that the finger post to St. James had been repaired. A sign for Unkyls Lane had been requested from Suffolk Highways by the clerk; John Davies to follow up. The replacement oak tree, by the bus shelter on All Saints common, would be planted when the weather was suitable. Trees and bushes by the bus shelter had been trimmed back.
6. **Finances** –
  - balances at 30 Dec 2015 were as follows: c/acct – 3,891.28; sav/acct – 1,394.48. Total assets – 5,285.76 of which 1,056.89 are ring-fenced as CIL money with restricted spending.
  - Cheques approved as follows – no. 620 to C. Cardwell for 89.57 [net Dec sal.]; no. 621 to Rumburgh and St. Michael Village Hall for 36.00 [hire of hall Jul, Sept, Nov 2015].
  - Heelis and Lodge were appointed internal auditors for the year ending March 2016.
  - External audit requirements – the clerk explained that for one more year, until Mar. 2017, the present arrangements with BDO would remain in place. After that the necessary provision for external audit would be provided by a Sector Led Body appointed by NALC, SLCC and ADA; the clerk suggested that compliance with this arrangement by opting-in would be in the best interests of the council and all councillors agreed to this arrangement.
7. **Clerk's salary and hours to be confirmed** – this item was moved to the end of the meeting *[see 13 below]*
8. **Budget and precept for the year Apr. 2016 to Mar. 2017** – this was fully discussed and the precept was set at 3,000 – proposed by John Flatt, seconded by James Montagu, all councillors agreed.  
*[Paul Watkin joined the meeting – 8.15pm]*
9. **Notice boards at St. Nicholas and St. Michael** - the need for new boards was discussed; the clerk provided details of boards supplied by Harry Stebbings; John Flatt took their specifications to see if Katherine Thistlethwaite could make at a better price, and will report to the clerk.
10. **Sign post to St. James** – repaired.
11. **Correspondence** – received and discussed.
12. **Any other business** –councillors noted a vacancy for All Saints due to the resignation of Kim Croysdill; the clerk to put up vacancy notices immediately.
13. **Clerk's hours and salary** –*[the clerk was asked to leave the room]* - following a request from the clerk to increase her hours to 4 per week and the rate to go to SCP 16, councillors agreed to the SCP increase but felt that 3 hours per week accurately reflected the amount of work that the council required. Accordingly John Davies proposed that the clerk should be paid for 3 hours per week at SCP 16 [8.82] per hour to start January 2016; seconded by James Montagu, all councillors agreed to this. *[The clerk returned and was informed of the council's decision.]*

The meeting closed at 9pm.