

PLUMSTEAD PARISH COUNCIL

Minutes of an Extraordinary meeting of Plumstead Parish Council held on Thursday 1st June 2023 at 6.30 pm at Plumstead Church

Present: Cllr Brian Faulkner (Chairman), Cllr Nick Fulford (Vice Chair),
Cllr David Logan, Cllr Pip Burden
Maxine Hayes Parish Clerk

1 Apologies

None.

2. Declarations of Interest

None

3. To approve minutes of Annual Meeting held 10 May 2023

It was Proposed (DL) Seconded (NF) and unanimously agreed to approve the minutes of the meeting held 10 Mat 2023 as a correct record and were signed by the Chairman.

4. Internal Auditors Report 2022/23

The Clerk reported that the accounts had been audited and signed off by the internal auditor with just one minor query. It was agreed to approve the report.

5. Annual Governance Statement 2022/23

It was proposed (BF) seconded (DL) and unanimously agreed to approve the Annual Governance Statement.

6. Annual Accounting Statement 2022/23

It was proposed (NF) seconded (DL) and unanimously agreed to approve the Annual Accounting Statement.

7. Certificate of Exemption 2022/23

It was proposed (DL) seconded (PB) and unanimously agreed to approved the Certificate of Exemption.

8. Dedicated laptop for Council office and records

After discussing the details circulated by the Clerk it was proposed (NF) seconded (BF) and unanimously agreed to approve the purchase of a laptop, subscription to Microsoft 365 and the purchase of an Anti-Virus package. The Council set a ceiling of £400, and the Clerk would advise the Council of final costs before making the purchase.

9. Change of email address

It was proposed (BF) seconded (PB) and unanimously agreed to transfer over to a gmail address for the Council and close the Hotmail account at the end of July 2023.

10. Payment of invoices

It was proposed (BF) seconded (NF) and unanimously agreed to approve the following payments:

£8.47 S Price grass cutting

£35 N C Smith internal audit

It was unanimously agreed to set up monthly payment method for the clerk's salary to be paid on the 1st of each month following receipt of a payslip generated by HMRC.

It was also agreed that payment would be made between meetings for the grass cutting and these would be included in the minutes of the next meeting.

11. Donation for Defibrillator training

It was proposed (BF) seconded (DL) and unanimously agreed to approve a donation of £20 towards the cost of the training.

12. To approve appointment of Parish Clerk and Responsible Financial Officer

It was proposed (NF) seconded (DL) and unanimously agreed to appoint Maxine Hayes as parish clerk and responsible financial officer from 1st June 2023. Terms and conditions to be agreed under agenda item 15.

13. Declaration of acceptance of office

The Clerk reported that these had all been signed and received.

14. Bank Signatories

It was agreed to add Cllr Brian Faulkner and Maxine Hayes to the signatories and remove Jonathan Pilbrow. Cllr Logan would contact the bank to get the mandate paperwork required.

15. Report from District Councillor Callum Ringer

The report from Cllr Ringer had been circulated. The Council asked the Clerk to congratulate him on being elected and to invite him to the next meeting.

16. Date of Next Meeting

Wednesday 23rd August 2023 6.30pm at the church

Wednesday 29th November 2023 6.30pm – venue to be confirmed.

17. Terms and Conditions employment of Parish Clerk and Responsible Financial Officer

The contract of employment, terms and conditions were approved. The contract was signed by the Chairman.