

## GREAT COATES VILLAGE COUNCIL

Draft Minutes of the Extraordinary Parish Council Meeting of Great Coates Village Council held at 7.00 pm in the Village Hall, Cooks Lane, Great Coates on 19th September 2018

Present:

Councillors Cllr Thomas, Cllr Redgrift, Cllr Lawrance, Cllr Stewart, Cllr Cutting, Cllr Mumby .

Jan Waite (Clerk), 1 member of the public - Mr M Huntley.

### **1 To Receive apologies and reasons for absence, Ref 18/123**

Cllr Masterton, Cllr Green.

### **2 To receive declarations of interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members' Register of Interests. Ref 18/124**

None given.

### **3 Co - option of new Council member. Ref 18/125.**

Standing orders were suspended and Mr M Huntley was asked to outline why he wishes to be considered for the casual vacancy on the council.

Proposed to co -opt Mr Huntley to the council

Proposed Cllr Lawrance. Seconded Cllr Stewart. All in favour.

Mr M Huntley was duly elected to the council.

### **4. Emergency item to be discussed. Ref 18/126**

Cllr Masterton will be unable to attend meetings for the coming months, and councillors were asked to appoint a temporary Vice Chair and a Chair of the personnel committee to cover this absence.

The vice chair position is to be decided at the next full meeting, and it was proposed to add Cllr Huntley to the personnel committee, with the chair to be decided at their next meeting.

Proposed Cllr Lawrance. Seconded Cllr Mumby. All in favour.

### **5. Automated Hall Booking System. Ref 18/127**

It was decided that the party bookings should be done on the automated system, with the regular bookings still being done by the Clerk and invoiced by the Clerk for a 3 month trial period, to allow for any issues / problems with the new system.

The process of regular hirers then booking on via the system but still being invoiced at the end of the month rather than immediately as a booking is made ( as will happen with the party or one off bookings ) was discussed, and this question is to be discussed with the website designer.

The Personnel Committee are to discuss the request for an increase in the Clerks hours to initially manage the system. The Clerk will still need to generate the caretaker work schedules from the booking system.

It was resolved to amend the Great Coates Village Council Standing Orders, Financial Orders, and Risk Assessment Policy to use the payment method of PAYPAL on the website booking system for people to make payments, to link this account to the current account, and for the Clerk to have permission to move finds between these two accounts, and to re fund damage deposits after the hall booking electronically ONLY after approval of each items for payment at a full council meeting.

Proposed Cllr Redgrift. Seconded Cllr Cutting. All in favour.

2 councillors will have administration access to the hall booking system.

### **6 Hall Management Committee Terms of Reference. Ref 18/128**

There are to be 3 councillors on the committee.

At present this will be Cllr Cutting, Cllr Lawrance and Cllr Stewart.

Local groups can have a representative on the committee, providing the group have a constitution.

An individual resident may join the committee and the committee will have a max of 9 members.

A Councillor will be appointed Chair of the committee.

A secretary for the committee will be appointed to take mins which will then be forwarded to the Clerk.

All roles are voluntary.

The purpose of the committee is to promote the use of the village hall and to run council community events.

For each event, a budget must be submitted to a full council meeting for approval before the event can be held, and all invoices and receipts forwarded to the Clerk for payment.

All profits from events are to be ring fenced in the Councils accounts, to be spent on the hall future running costs. This will be off set by a decrease in the precept requested towards the hall running costs.

The committee agree to be bound by the Council Standing Orders and Financial Orders.

Proposed Cllr Cutting. Seconded Cllr Thomas. All in favour.

### **7 Great Coates in Bloom Committee Terms of Reference. Ref 18/129**

There are to be 2 councillors on the committee.

At present this will be Cllr Stewart and Cllr Thomas.

A Councillor will be appointed Chair of the committee.

A secretary for the committee will be appointed to take mins which will then be forwarded to the Clerk.

All roles are voluntary.

The purpose of the committee is to promote the area of Great Coates, to brighten and tidy the area, to provide planting where required and to run council village garden events.

For each event, a budget must be submitted to a full council meeting for approval before the event can be held, and all invoices and receipts forwarded to the Clerk for payment. The committee may approve expenditure upto £50 total over a 2 month period for immediate items needed.

Any grants applied for relating specifically to Great Coates in Bloom are to be ring fenced in the Councils accounts, to be spent on the future running costs. All profits from events are to be ring fenced in the Councils accounts, to be spent on the future running costs. This will be off set by a decrease in the precept requested towards community event costs.

The committee agree to be bound by the Council Standing Orders and Financial Orders.

Proposed Cllr Stewart. Seconded Cllr Redgrift. All in favour.

Meeting ended 8.40pm

**Date of next meeting of the council to be held at Great Coates Village Hall, Cooks Lane, Great Coates - 27th September 2018, at 7.00pm**

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