



Chairman: Councillor Jay Tindale

Clerk: Mrs Sue Porter  
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## **Draft Minutes of Meeting of Resources Committee of Spratton Parish Council**

held on **Wednesday 2<sup>nd</sup> December 2015** in **Brasserie 23, The King's Head, Manor Road, Spratton** at **7:30 pm** for the purpose of transacting the following business

**Present:** Cllrs Graham Bandy, Janice Holmes, Janine Spence, Jay Tindale

**In attendance:** Cllrs John Hunt, Julian Gaywood, Paul Vellam, Mrs Sue Porter, Clerk and RFO plus 1 member of the public and Bill Blowfield

J Gaywood raised the following questions prior to the meeting commencing:

There was no notification of this committee meeting sent to all member of the Parish Council – should this happen? The Clerk advised it was agreed at the last meeting, posted on the noticeboard and also on the website.

There has also been a complaint about the lack of response to an enquiry made from a parishioner – there should be a response from the Clerk within certain timescales.

B Blowfield should not be signing his declaration of office forms, it needs to be checked that even though it was proposed during the 28 day period after the election (at the meeting held on 17<sup>th</sup> November) that an extension be granted, and voted on in favour, that this was not at the first meeting of the Parish Council, which was held on 4<sup>th</sup> November 2015. The Clerk will ask for clarification.

**RC/013/15** Election of Chairman of Resources Committee - J Spence proposed J Tindale as Chairman, this was seconded by J Holmes and all voted in favour

**RC/014/15** Election of Vice Chairman of Resources Committee - J Tindale proposed J Holmes as Vice Chairman, this was seconded by J Spence and all voted in favour

**RC/015/15 PUBLIC FORUM:** Nil

**RC/016/15** Resolution to approve apologise for absence – C Chivers (work commitments) - Approved

**RC/017/15** Member's Declaration of Interests/Dispensation Requests – G Bandy (Chairman's Allowance)

**RC/018/15** Discuss and Approve Income/Expenditure to 31 October 2015 – The invoices from CGD Contractors need to be checked from April 2015 to date. The Nat West bank signatories need to be added, these being G Bandy, J Hunt, C Chivers and J Holmes. It was agreed that J Tindale as Resources Committee Chairman should also be added. The Clerk will look at alternative bank accounts for the Parish Council.

**RC/019/15** Precept Planning 2016-2017 – J Spence and J Tindale will look at preparing the precept figures 2016/17. The Clerk will send over the previous 5 years worth of accounts in Excel for working with. A draft budget will be prepared for the December meeting.

**RC/020/15** Recruitment of Parish Clerk/RFO – J Tindale will be the contact for the recruitment process and the closing date will be Friday 8<sup>th</sup> January 2016, with interviews being conducted the following week. The starting date will be Monday 1<sup>st</sup> February.

**RC/021/15** Chairman's Allowance – It was agreed at an earlier Parish Council Meeting that a £200 allowance be made available to the Chairman to be able to purchase refreshments for the Annual Parish Meeting. It was considered that extra engagement should be made available to parishioners throughout the year also, consider parish councillor surgeries, informal meetings at either Brasserie 23, Café Doris or the Sports & Social Club.

Meeting Closed: 8:50pm

**Chairman Signature**.....

**Dated:** .....

**SPC Resources (Staffing and Strategy) Committee Members:**

Cllr Jay Tindale, Chairman

Cllr G Bandy

Cllr Craig Chivers

Cllr Janice Holmes

Cllr Janine Spence