

Carthorpe Parish Council

MINUTES

of the meeting held on Tuesday 5 April 2016
in the Community Hall

Present

Mr R Alderson - Chairman (RCA)
Mr P Wealleans - Parish Councillor (PW)
Mr Kevin Askham - Parish Councillor (KA)

Ms H Barden - Clerk (HB)

7 members of the public were present

1. Apologies for Absence

Cllr David Webster

Mr C Craggs - Parish Councillor (CC)

Mrs Elizabeth Davison - Parish Councillor (ED)

2. Minutes of previous meeting

The minutes of the previous meeting were confirmed as correct and signed by the Chairman.

3. Matters Arising

3.1 The clerk reported that she would write to the appropriate authorities regarding replacement litter bins and signs on the Burneston – Carthorpe road.

3.2 The clerk was authorised to spend the time populating the website with previous minutes.

3.3 The clerk was authorised to order 5 copies of the Parish Councillors Handbook from YLCA.

4. Finance

4.1 The document from NALC concerning Financial Regulations was reviewed but the meeting passed that such orders could not be adopted as there were a number of items that needed implementing first:

- The bank mandate to be kept up to date
- Quarterly bank reconciliations
- Internal Auditor role to be appointed
- Signatories to initial cheque counterfoils
- Record keeping of pins and passwords
- Back up of computer
- Purchase Orders
- Ensuring value for money
- Quotes for work to be undertaken
- Register of Assets & Investments

4.2 The clerk was instructed to implement processes for the above forthwith.

4.3 The clerk was asked to report at the next meeting the amount of VAT which could be reclaimed.

5. Emergency Plan

5.1 RCA & PW updated the meeting on what sort of plan needed to be put in place to safeguard residents in cases of emergency. This was to be explored further in a future meeting.

6. Queens Birthday

RCA thanked Mr Vernon for his efforts in litter picking the village. The “at risk” areas were identified as being near the bench outside the village and the Burneston road.

6. Correspondence

6.1 The clerk was asked to contact HDC Planning enforcement as Carthorpe Barns were being used as a holiday let in contravention of the planning permission.

There being no other business the meeting closed at 8.52pm.

Date of next meeting Tuesday 16 May at 7.30pm, which will be the AGM. A Parish Council meeting will follow on.