

WITHERN WITH STAIN & TOTHILL PARISH COUNCIL
www.withernstain.uk

Parish Clerk:
Vacant Role

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parish clerk withern stain at gmail dot com

The next meeting of the Parish Council is scheduled for **Tuesday 28th September 2021**.

Prior to the meeting, commencing at 7pm, there will be a 15-minute public session. Members of the public may raise matters of concern with the council during this session. The Parish Council meeting will commence immediately after the public session.

Once the Parish Council meeting commences, members of the public may not speak unless at the discretion of the Chairman to clarify a point.

S Acklam Chairman

23rd September 2021

A G E N D A

- 9. Apologies – to receive apologies**
- 10. To Receive any declarations of interest not previously disclosed.**
- 11. To approve the minutes of the meeting of 28rd May 2021 for Chairman’s signature.**
- 12. Updates from those minutes**
- 13. Updates from LCC or ELDC**
- 14. Clerks Role and sharing of duties**
 - a) Approval for Chairman / Vice Chair to interview and appoint a replacement for the vacant Clerks role.**
 - b) Approval to authorise training for the new clerk if a suitable training course is being run prior to the next PC meeting.**
 - c) In absence of being able to recruit a new clerk to agree how to share the clerks task amongst Councillors to ensure we can continue the running of the PC.**

Tasks:
Finance – accounts / cheques / payments
Agenda
Minutes
Correspondence
Contact Details (see below regarding phone)
Any other

15. Clerks Equipment – to consider:

- a. Replacement of Clerks Laptop with a newer one, to include appropriate word/ excel software and security software
- b. Purchase of a 'cheap' second hand mobile phone which will become the permanent contact number for the Clerk. Suggest we utilise PAYG top up as opposed to a contract initially.

16. Financial:

- a) To approve / pay the following and produce cheques for signature:

Information Commissioners Office (overdue)	£40.00
Robert Aldrich (Grounds Maintenance) (overdue)	£413.50
S Acklam (website domain name)	£11.99
S Acklam (2round trips to CSL 56miles @45ppm)	£25.20
Royal British Legion (contribution remembrance wreath)	£20.00

17. Village / Parish Council Website: we have missed the payment for the hosting of our website and this has defaulted to a 'basic' hosting. We have to have a website to post legally required documents (minutes, finance etc). We need to decide on what level of sophistication is required and what other elements could be included.

18. Planning: No new planning applications are known.

19. Speed watch: Discussion on moving this forward.

20. Remembrance Service

21. Any other matters for general discussion and/ or inclusion in the next agenda

Review of Standing Orders

Review of Financial Regulations

Theddlethorpe Nuclear dump proposal

Annual Litter Pick Date

22. To confirm the dates of the next meeting

9th November 2021:

21st December 2021:

01st February 2022