



# North Thoresby, Grainsby & Waithe Parish Council

North Thoresby Village Hall, The Square, North Thoresby, DN36 5QL

## Summons & Agenda

Dear Councillor,

You are hereby summoned to attend an extraordinary meeting of North Thoresby Parish Council, which will be held in **North Thoresby Village Hall** on **TUESDAY THE 19<sup>TH</sup> OF NOVEMBER AT 5.30PM**, commencing at **5.30pm**

Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 section 1 unless the presence is prejudicial to the public interest (section 2). Members of the public wishing to speak during the Open Forum are asked to contact the Clerk in advance of the meeting if possible.

*Cllr Colin Goodwin*

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Chairman to North Thoresby, Grainsby & Waithe Parish Council

14<sup>th</sup> of November 2024

### 1. Chair's Welcome

- a) The meeting may be recorded.
- b) Safety announcement.
- c) To remind the members of the public that the meeting is a PC meeting held in public and not a public meeting

### 2. Apologies for Absence

- a) To receive apologies.
- b) To approve reasons for absence given by Councillors.

### 3. Declarations of Interest

- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- b) To note dispensations given to any member of the council in respect of the agenda items.

### 4. Public Open Forum – 30 Minutes

Members of the public have a right to attend and observe parish council meetings. Participation is an Open forum and is not a statutory requirement and is granted at the discretion of the Chair. Members of the public may speak or ask questions only when invited by the Chair and within the time limits set.

### 5. Finance Matters:

- a) For the council to discuss and consider how certain purchases can be made for items (EG recently approved leaf blower)
- b) For the clerk to inform the council that the account with Peter Hogarth is now open. The account has controls activated via the application form. Purchases can only be made by providing an invoice to the company via the clerk's PC dedicated email address.
- c) For the council to consider approving the clerk's expenses for the two wreaths purchased £44.98
- d) For the council to consider the process of purchasing from Thoresby Homecare Centre (Cllr Orrill)
- e) For the council to consider a donation to the nominated charity for the Louth Christmas Tractor Run

£150.00 suggestion (Cllr Bakes)

- f) For the council to note the breakdown of the Live and Local Event.
- g) For the council to consider a budget of £500.00 for the purchase of tools for the caretaker (Cllr Orrill)
- h) For the council to ratify the hire of a skip £220.00 (Financial Regulations Budgetary Control and Authority to Spend 4.5)

#### **6. Administration Matters:**

- a) To inform the council (30/10/2024 -13/11/2024) 7 hours of time has been allocated to FOI Requests/queries and since July 2024 6 FOI's requests have been actioned. See supporting paper.
- b) For the council to review its Complaints Policy
- c) For the council to consider adopting the Model Publication Scheme
- d) For the council to consider adopting the Model Policy for handling Freedom of Information Requests
- e) For the council to consider when the Facebook Page will go live (Cllr Orrill)
- f) For the council to consider a way forward concerning issues raised by members regarding communication
- g) For the council to consider amending the Key Control Policy.
- h) For the council to consider approving the Vexatious Policy

#### **7. Employment Matters:**

- a) To remind the council that the pay date for the Locum Clerk is the 28<sup>th</sup> of each month per the Terms And conditions of employment
- b) To remind the council that the Locum Clerk is employed on a 6 hour per week contract
- c) For the council to consider approving the overtime for October 24 - 42 hours (to be paid in the November pay cycle) and timesheets are attached again.
- d) For the council to note the Pay Agreement Award for 2024 -2025 applies to both the caretaker and the Locum Clerk. The back pay and the new rate of pay for the caretaker is effective from the 01/04/2024. The back pay for the Locum Clerk is effective from the 15/07/2024 (both employees have a Green Book Contract of Employment)
- e) For the council to approve Clerk Advert to be advertised with:  
Lincolnshire Association of Local Councils/ Lincolnshire County Council: £75.00  
Yorkshire Local Council Associations: £30.00  
Society of Local Councils Clerks: £249.00 (per month)
- f) For the council to consider extending the closing date of the advert to the 31/01/2025

#### **8. Village Hall Matters:**

- a) For the council to consider having a second full set of keys for the Village Hall (Cllr Orrill)
- b) For the council to consider all members to have a key for the PC's noticeboards (Cllr Orrill)
- c) For the council to consider any actions from the concerns raised by Cllr Orrill regarding the cleaning and general maintenance of the Village Hall
- d) For the council to consider members and employees to have a CRB Check (to note CRB checks are specific to a business and not a person)
- e) For the council to consider any actions regarding the Freezer contained within the Committee Room (Cllr Orrill)
- f) For the council to consider any actions from the Fire Risk Assessment update (Cllr Orrill)
- g) For the council to consider approving the relevant courses for the caretaker to attend. £112.50 +VAT for 4 courses
- h) For the clerk to formally minute that all members have a key to the front door Village Hall
- i) For the council to ratify the electrical work that needed to be completed in the Village Hall (Financial Regulations Budgetary Control and Authority to spend 4.5)
- j) For the council to ratify the boiler work that needed to be completed in the Village Hall (Financial Regulations Budgetary Control and Authority to spend 4.5)

#### **9. Village Matters:**

- a) For the council to considering approving for a leaflet to be circulated to all properties in Waithe
- b) For the council to consider approving the draft leaflet

- c) For the clerk to update the council concerning the public toilets
- d) For the clerk to update the council concerning the recent Speed Surveys that had taken place in the Parish from the 10<sup>th</sup> of October – 17<sup>th</sup> of October

**10. Payments – For the Council to consider approving the November Extraordinary Meeting Payments 2024:**

<b>Invoice Name:</b>	<b>Reason for Payment:</b>	<b>Sub Total:</b>	<b>Vat:</b>	<b>Total:</b>
Jill Davis	Purchase of Two Wreaths – Remembrance Event	£44.98		£44.98
	<b>TOTAL:</b>	£44.98		£44.98

**11. Next Meeting Date:**

- a) For the council to note the Ordinary PC Meeting 02/12/2024 @7.00pm. Items for agenda – No later than 25<sup>th</sup> of November 2024
- b) To inform the council that Newman Properties Ltd have confirmed they will be presenting a Proposed Planning Application for 13 bungalows on the land to the rear of the High Street at the Ordinary Meeting on the 02/12/2024 under the Public Participation section.