



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF, [clerk@clipstoneparishcouncil.org](mailto:clerk@clipstoneparishcouncil.org), 01623-626857

Minutes of the meeting of Clipstone Parish Council held Tuesday, 04 May 2021 at 19:00

Members Present	Members Present	Members Absent
Cllr K Croshaw	Cllr W Swiffin	
	Cllr C Wigman (chairman)	Cllr D Moore
Cllr R Clarey		
Cllr J Fishwick		Cllr JC Wigman
Cllr F Ford		Cllr P Greenwood

Also present:

In Attendance: The Clerk

**Business and Resolution**

CPC21 88 To elect a chairman for the 2021-22 municipal year and suspend the meeting for the elected chairman to sign their declaration of acceptance of office.

**Proposed by Cllr Clarey seconded by Cllr Swiffin, Cllr Claire Wigman was unanimously elected chairman of Clipstone Parish Council for the 2021-22 Municipal year.**

Cllr Wigman signed the declaration of acceptance of office before the Proper Officer.

CPC21 89 To receive and resolve to approve apologies for absence

**Apologies for absence were received from Cllrs JC Wigman and Ford due to work commitments and approved unanimously. No other apologies had been received.**

CPC21 90 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

**There were none.**

CPC21 91 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 107 of the Localism Act 2011 from councillors on matters considered at this meeting.

**Cllr Clarey declared a non-pecuniary interest as a trustee of the Clipstone Miners Welfare Community Trust.**

CPC21 92 To review and adopt Standing Orders based on the most recent NALC recommended model.

**Proposed by Cllr Clarey seconded by Cllr Wigman the Council resolved to adopt Standing Orders as presented.**

CPC21 93 To review and adopt Financial Regulations based on the most recent NALC recommended model.

**Proposed by Cllr Clarey seconded by Cllr Wigman the Council resolved to adopt Financial Regulations as presented.**

CPC21 94 To review Terms of Reference and membership of

Initial \_\_\_\_\_

a) The Personnel Committee

**The Council appointed the following members to the Personnel Committee: J Fishwick, K Croshaw and R Clarey**

b) The Assets Committee

**The Council appointed the following members to the Assets Committee: C Wigman, R Clarey, W Swiffin, J Fishwick**

CPC21 95 To resolve to defer the review of the following documents to a later meeting:

- Insurance arrangements
- Asset register
- Review of council's/staff subscriptions to other bodies (NALC/SLCC)
- Complaints procedures
- Policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation
- Media Policy
- Employment Policies and Procedures

**The Council resolved to defer the review of the above documents to future meetings.**

CPC21 96 To review the representation on or work with external bodies and arrangements for reporting back.

The Council currently has no standing representatives on external bodies.

**The Council resolved to continue the current practice of oral reports back at meetings or by email to all members prior to the meeting.**

CPC21 97 To review members interests for all current members.

**Members were reminded to review their members interest forms and submit a new form if there had been any changes.**

CPC21 98 To receive and approve the minutes of the previous Clipstone Parish Council meeting and sign these as a true record.

**Deferred as minutes of the April meeting were not yet available.**

CPC21 99 To consider the purchase of a mobile filtration unit for the meeting room at a cost up to £350 to improve the air circulation and quality when returning to face-to-face meetings.

**Proposed by Cllr Clarey seconded by Cllr Croshaw the council resolved to authorise the purchase of a mobile air purifier. At a cost of up to £350.**

CPC21 100 FINANCE:

Due to the early date of this May meeting financial reports to 30 April 2021 were not available in time for the meeting.

- To review invoices for payment and approve the payment schedule for May/June and sign it.

**The Council unanimously approved the updated payment schedule for May/June and resolved to sign it.**

<b>CASH POSITION</b>				<b>£</b>
<b>NatWest Current Account</b>		30-Apr		<b>213,588.64</b>
<b>Method</b>	<b>Ref</b>	<b>Supplier</b>	<b>Description</b>	<b>Total</b>
<b>DD</b>	<b>4101023877</b>	NSDC	Non-Dom cemetery per month	60.00
<b>STO</b>	<b>43037</b>	NSDC	Rent portion S&S current per month	331.25
<b>BACS</b>		Staffing Cost	Staffing Cost incl. HMRC and Pension	6,080.00
<b>DD</b>		NatWest	Approximate Bank Charges	20.00
<b>DD</b>		BT	Broadband and Phone	71.16
<b>DD</b>		Water Plus	Water VH	76.19
<b>BACS</b>		Rialtas	Annual licence and maintenance	148.80
<b>Card</b>	<b>83413782</b>	Zoom	Subs May	14.39
<b>Card</b>		Screwfix	Drills and 12V charger	693.98
<b>DD</b>	<b>18086</b>	UK Fuels	Unleaded	64.30
<b>BACS</b>	<b>N042100628</b>	NCC Supplies	Consumables	207.37
	<b>Internal transfer</b>		Pocket top-up	500.00
	<b>Internal transfer</b>		Pocket top-up	200.00
<b>BACS</b>		4D Tree Survey Ltd.	Tree Survey	600.00
			<b>Total</b>	<b>9,067.44</b>

- To appoint a councillor other than the chairman to verify bank reconciliations in accordance with financial regulations.

**The Council resolved to appoint Cllr Fishwick to verify the bank reconciliations in accordance with financial regulations.**

CPC21 101 To note the tree survey report.

**The Council noted the tree survey report. The Clerk would obtain quotations for non-urgent tree work to commence after the nesting season.**

CPC21 102 To note correspondence from the council's solicitor.

**The council noted the council solicitor's correspondence and resolved in principle to agree a lease on the following terms:**

- An annual rent not exceeding £20,000 in line with the council surveyor's findings.
- Any rent review (every 3 years) to be based on the building condition as at the take over of the lease not the value added by renovation undertaken by the council.
- Shared car parking facilities at the Mansfield Road car park.

The clerk would ask the Council's solicitor to request a draft lease from the Clipstor Miners Welfare Community Trust's Solicitor.

CPC21 103 To consider restructuring the staff profile and recruiting to the vacancy of parish worker and caretaker (deferred from April meeting)

**The Council resolved to advertise one vacancy for a parish worker for 16 hours per week to work core hours Monday to Wednesday on the terms and condition currently in place for this post and approved the parish worker recruitment pack.**

**The Council resolved to recruit to a new caretaker for initially 10 hours per week and approved the recruitment pack.**

**Both adverts would be published as soon as possible with shortlisting and interviews conducted by the personnel committee, senior parish worker and Clerk. The recruitment panel was delegated to appoint a suitable candidate.**

CPC21 104 To note correspondence previously circulated by email.

**The Council noted the correspondence previously circulated.**

CPC21 105 To receive Items for Notification to be included on next meeting's agenda. (for information only).

- There were none.

CPC21 106 To confirm date of next scheduled meeting for Wednesday, 23 June 2021 at 19.00 the village hall.

**The Council resolved that the next meeting would be 23 June 2021 at the village hall returning to face-to-face meetings.**

---

**Signature of presiding chairman**

---

**Date**