

Tolleshunt D'Arcy Parish Council

Ronald Dent Chairman Tel: (01621) 869116

Kevin Money Locum Clerk to the Council – 25 Boydin Close, Witham, Essex. CM8 1PD

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To Members of the Council

You are hereby summoned to a meeting of the Council to be held in The Village Hall Tolleshunt D'Arcy on

Tuesday 28th. June 2016 at 7.30pm to transact the business stated on the agenda.

KB Money

Kevin B. Money

Locum Clerk to Tolleshunt D'Arcy Parish Council – 21st. June 2016

The Public and press have a right and are welcome to attend this meeting

FULL COUNCIL MEETING AGENDA

1. **Chairman welcome**
2. **To ratify Kevin B. Money as Clerk/RFO to Tolleshunt D'Arcy Parish Council**
3. **To ratify the co-option of Mr. John Smith onto the Parish Council as agreed by Councillors at the 31st. May 2016 meeting**
John Smith to sign his Declaration of Acceptance of Office and to complete his Register of Interest form.
4. **Apologies for absence**
5. **Declaration of Interest**
To declare any Disclosable Pecuniary, Pecuniary or non-pecuniary interests relating to items on the agenda
6. **Public Participation Session**
The Chairman will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed
7. **To approve the Minutes of the last meeting of Tolleshunt D'Arcy Parish Council**
To receive and agree the minutes of the last meeting held on Tuesday 31st. May 2016
8. **Matters arising from the minutes 31.05.16**
9. **Clerk report and any Correspondence received**
 - a) Report from External Auditor on the 2015/16 accounts
 - b) Barclays Bank letter regarding change of Clerk
 - c) Information on the New Proposed Internal Auditor
 - d) Information regarding using a Payroll Administrator
 - e) Parish Councillors email addresses
10. **Heddingham Bus depot closure** – Councillors to decide what response TDPC will give
11. **Planning Applications:** No applications received
12. **Decisions made by MDC**

HOUSE/MAL/16/00367 – 13 Church Street CM9 8TS
Single storey side extension and new car port
Approve with conditions – see website for full conditions

WTPO/MAL/16/00375 – Champions Lodge North Street
Crown lift to 4m from ground level and reduction of overhanging limbs to 2m from fence line – up to a height of 6m
Approve with conditions – see website for full conditions

13. **Three Wishes** - Reaction and way forward after receiving completed forms back – Cllr R. Dent

14. **Finance:**

Credit Received					
Chq No	Inv. No	Payee	Cost	VAT	Total
101529		Kevin Money Locum Clerk salary (30 hrs @ £15 per hr)	£450.00	£0	£450.00
101530	4172	Bonz Garden Maintenance Ltd June maintenance	£ 36.00	£0	£ 36.00
		Total:	£486.00	£0	£486.00

- a) RFO to supply Councillors with current Bank reconciliation
- b) Councillors to agree new 2016/17 Internal Auditor – Mrs. Jan Stobart
- c) Councillors to discuss and agree on the introduction of a New Payroll Administrator – Diane Malley
- d) Councillors to discuss the approach from the School PTA for a donation towards the summer fete on 1st. July 2016 – Cllr R. Dent

15. **Representative reports**

- a) Burial Ground report
- b) Highways matters
- c) Website progress

16. **Councillors to agree training courses at EALC for:**

Cllr L. Barwick – Social Media 11.10.16 (Leaflet attached) Cost to PC £50
Kevin B. Money Clerk – Cemetery Maintenance Course 04.10.16 cost to PC £12.50

17. **Items for next agenda:**

Date of next meeting Tuesday 26th. July 2016 at 7.30pm in the Village Hall