

Parish Council of Balsall

Approved Minutes of the Extraordinary Parish Council Meeting held on Monday 15 August 2016 at 3pm at the Westlake Room, Balsall Common Village Hall, Station Road, Balsall Common.

Present:

Councillor Mark Tattum (Chair), Cllr. Marie-Louise Marsden, Cllr. Will Heard, Cllr. Sheila Cooper, Cllr. Judy Lea, Cllr. Lionel King, Cllr. Richard Lloyd and 0 members of the Public.

Headings are those as set out on the Agenda:

1. Apologies:

Received and accepted from Cllr. Raymond Ritchie.

2. Declarations of Interest:

Councillors are reminded of the need to:-

- Update their register of interests.
- To declare any non-pecuniary interests in items on the Agenda and their nature - (Councillors may only participate if members of the public are allowed to speak). Councillors may only take part in the matter if a dispensation is granted but cannot vote on the matter.
- To declare any disclosable pecuniary interests in items on the Agenda - (Councillors must leave the room for the item in which they have declared a disclosable pecuniary interest, without making representations or voting).
- To consider any written requests for dispensations under the Code of Conduct.

3. To agree to proceed with the meeting in private session and exclude members of the public and press in accordance with the Public Bodies (Admission of Meetings) Act 1960 s.1(2).

RESOLVED - To proceed with the meeting in private session.

4. **Office Accommodation:**

RESOLVED: To wait one month before making a final decision at the next Council Meeting on 28 September 2016.

ACTION: To request a copy of the tenancy agreement from Pauline Westwood.

5. **Finance:**

To appoint a Responsible Financial Officer to manage and carry out financial duties.

RESOLVED: To appoint Cllr. Will Heard as Proper Officer for Finance.

RESOLVED: To delegate the task to appoint a Responsible Financial Officer to the Finance Committee.

6. **Meetings:**

To appoint a Proper Officer to carry out the duties of Clerk relating to meetings.

RESOLVED: To appoint Cllr. Sheila Cooper as the Proper Officer with responsibility for meetings, correspondence and planning.

7. **Cemetery:**

To appoint a Proper Officer to manage and carry out the duties for the cemetery.

RESOLVED: To appoint Cllr. Marie-Louise Marsden as the Proper Officer for the cemetery.

8. **External Contacts:**

To appoint a Proper Officer to manage and deal with external contacts.

RESOLVED: To appoint Cllr. Mark Tattum as Proper Officer to manage and deal with external contacts.

9. **To agree a Handover Plan for clerk duties to Proper Officers:**

RESOLVED: To meet with the Clerk on Monday 15 August 2016 to discuss handover meetings and actions.

RESOLVED: Cllr. Judy Lea to manage and organise the Village Centre Christmas Lights.

ACTION: Cllr. Lionel King to make enquiries relating to Remembrance Sunday Services.

ACTION: Finance Meeting moved from 21 September 2016 to Wednesday 28 September 2016 at 6.00pm.

RESOLVED: Dates agreed for Parish Council Meetings to be held at 7.30pm. Wednesday 19 October 2016, Wednesday 16 November 2016 and Wednesday 21 December 2016.

10 . **Date of Next Meeting:**

The next Parish Council Meeting shall be held at 7.30pm on Wednesday 28 September 2016 at the Westlake Room, Balsall Common Village Hall, Station Road, Balsall Common.

There being no further business the Chairman thanked everyone for attending and closed the meeting at 21.31pm.

Signed:

Dated:

Cllr. Mark Tattum

Chairman Balsall Parish Council

