

# NOCTON PARISH COUNCIL

Clerk to the Parish: Mr S R Baxter JP MIFA ADPS ADIP Email: [clerk@noctonparishcouncil.gov.uk](mailto:clerk@noctonparishcouncil.gov.uk) Tel: 0781 444 3058

02 June 2021

Reference: 1/2022 CAM

Dear Councillors,

I hereby invite all the Councillors of the Parish Council to attend a Nocton Parish Council Clerk Advisory Meeting that will be held on the following:

**Tuesday 08<sup>th</sup> June 2021 to commence at 7.00pm.**

Please note this is not a formal Parish Council Meeting and thus Councillors are not summoned. It also means that while it is hoped the Councillors will attend, should they not be able to attend no apologies needs to be accepted by the Clerk as the meeting is not covered by the Local Government Act 1972.

The meeting is to advise the Clerk on the agenda point but any decisions will be made by the Clerk through his delegated authority given by the Council.

Due to the current Covid-19 pandemic, this meeting will be a remote meeting hosted using the Zoom online software.

The details of the Zoom connection and access information is detailed on the Agenda attached to this.

Please could you email me at your earliest opportunity at [clerk@noctonparishcouncil.gov.uk](mailto:clerk@noctonparishcouncil.gov.uk) if you are unable to attend.

With regards,



**Mr S R Baxter JP MIFA ADPS ADIP**  
*Clerk and Responsible Financial Officer*  
Nocton Parish Council

# NOCTON PARISH COUNCIL

Clerk to the Parish: Mr S R Baxter JP MIFA ADPS ADIP Email: [clerk@noctonparishcouncil.gov.uk](mailto:clerk@noctonparishcouncil.gov.uk) Tel: 0781 444 3058

**The Councillors of the Nocton Parish Council are hereby invited to attend the Clerk's Advisory Meeting at 7pm on Tuesday 08 June 2021 via the online digital format Zoom.**

Zoom Meeting details: ID - 491 401 5090 Passcode – Parish

<https://us02web.zoom.us/j/4914015090?pwd=MFBKamdkcEIOTWpxSGRnU3ZSWnM4Zz09>

Members of public are welcome to attend via zoom using the above access. Should members of the public wish to raise a question before the meeting, please will they contact the Clerk at [clerk@noctonparishcouncil.gov.uk](mailto:clerk@noctonparishcouncil.gov.uk)

## AGENDA ITEMS FOR DISCUSSION AND RECOMMENDATION TO THE CLERK

- 1. The Chair's welcome to all Councillors and any members of the public sitting in observation and opening remarks.** The Chair will remind all Councillors and any members of the public of the following:
  - The meeting is not a formal Parish Council Meeting; it is a Clerk Advisory Meeting to provide guidance to the Clerk. Final decisions will be made by the Clerk through the Delegated Authority motion agreed at a previous Full Council Meeting
  - The Clerk has stated that while the meeting is not a Full Council Meeting, normal procedures and formats will be followed including given opportunities for the Members of the Public to ask questions
  - The Chair will also remind the attendees the meeting is being recorded and the digital recording is saved for a minimum of twelve months
- 2. Apologies for absence from Councillors** – for the Clerk to note if any Councillors have expressed an apology for non-attendance.
- 3. Declarations of interest** – for the Clerk to note if any Councillors wish to state any dispensations
- 4. Exclusion of members of press and public** – to discuss and recommend to the Clerk to ensure Press and Public cannot participate but will be able to listen  
*For the following agenda points members of the public and press will be excluded from participating in meeting and will be muted but can view the meeting*
- 5. Minutes of the Annual Parish Council Meeting 04 May 2021-** Recommendation to the Clerk to accept the minutes
- 6. Minutes of Full Council Meeting 04 May 2021** - Recommendation to the Clerk to accept the minutes
- 7. Minutes of Clerk Advisory Meeting 27 May 2021** – confirmation that the meeting did not proceed due to a request from the Clerk.
- 8. Council vacancy:** Guidance to the Clerk on the way forward for advertising of the process of co-opting an eligible member of the community
- 9. Bank account set up update and decision on the amount of bank accounts for the Council:** Discussion and recommendation to the Clerk
- 10. Finance Committee Terms of Reference (ToR) and pattern of meetings** – Discussion and recommendation to the Clerk to accept the proposed ToR of the Finance Committee and meetings
- 11. Clerk's report including Financial update:** Discussion and recommendation to the Clerk to accept the financial update
- 12. Internal Audit update** – the Clerk to update the Councillors
- 13. External Audit** - Discussion on the recommendation by the Clerk to request an extension for the deadline of the submission of the documents as required by statute
- 14. Asset Register** – update by the Clerk
- 15. Payment to staff** – Discussion and clarification on previously agreed process of paying salary and overtime and discussion of Clerk's action of checking financial control measures
- 16. Printing allowance for clerk or printer** – Discussion on way forward advice to Clerk

# NOCTON PARISH COUNCIL

Clerk to the Parish: Mr S R Baxter JP MIFA ADPS ADIP Email: [clerk@noctonparishcouncil.gov.uk](mailto:clerk@noctonparishcouncil.gov.uk) Tel: 0781 444 3058

**17. Nocton 200 update** - Update from the clerk on the Nocton 200 funds

**18. Schedule of payments:** Guidance to the Clerk on what payments are acceptable for payment

Payee	Amount	Reason for payment
Staff pay and overtime		Amount withheld due to confidentiality
Clerk's expenses	£ 100.74	Travel for meeting, office allowance and postage
Main Lec Electrical Solutions	£ 378.00	Internal electrical work on Hub
EON Maintenance	£1,140.00	Street lamp renovation
NKDC	£ 157.50	Bin collection
Insurance – Came and Co	£ 1095.46	Insurance for all PC needs
Paul Waters Window Cleaning	£ 20.00	Window Cleaning for the Hub
EON electricity	£ 176.30	Overdue electricity
HMRC liability	£1,046.69	Tax liability owed
Cathedral Leasing Limited	£ 421.20	Provision of sanitary bins for the Hub (from July 20)

**19. AGAR documents** – discussion of the AGAR documents and recommendation to the Clerk

**20. Planning Permission applications / Application for Tree works** - Discussion and recommendation to the Clerk on how respond to the Planning Team at NKDC

**21. Tree Planting to celebrate Queens 70<sup>th</sup>** – Proposal by Cllr Clarke

**22. Nocton Hub update**

i) **Hub Noticeboard:** Discussion and recommendation to the Clerk

ii) **Charitable Status of the Hub** – update by Cllr Johnston-Davis and recommendation to the Clerk to agree way forward.

a) **Formal request by Cllr Johnston-Davis to share official Hub property documents** - the Council to consider and advise the Clerk

iii) **Service Level Agreement with the Ripon Arms:** Discussion and guidance to the Clerk on the consideration of the agreeing the SLA with the Ripon Arms

iv) **Without prejudice offer to the Ripon Arms to settle an electric liability disagreement:** Discussion and guidance to the Clerk on whether to accept the recommend without prejudice offer to deduct £100 from invoices for a period of 10 months in equal 10 monthly deductions

v) **Booking Clerk for the Hub:** Discussion and guidance to the Clerk on the consideration of the agreeing the recommendation of having a Booking Clerk role which is paid and thus an employee of the Council

vi) **Keys for the Bar Area of the Hub** – Discussion key access

vii) **Update on the snagging list and funds owed by Builder** – update by the Clerk and recommendation

viii) **PRS Music licence** – update by the Clerk on the licence needed

ix) **Alcohol licence for the Hub** – update by the Clerk and detail what geographical area it covers

**23. Village Welcome pack:** Discussion and recommendation to the Clerk

**24. Next Clerk Advisory Meeting** – Tuesday 13 July 2021 7pm by Zoom

**25. Questions from the Public** – at the discretion of the Clerk, the Chair will moderate and to ensure that members of the public are to be limited to three minutes for each question and for a maximum of ten