

RANGEWORTHY PARISH COUNCIL
MINUTES OF THE EXTRA ORDINARY MEETING OF
RANGEWORTHY PARISH COUNCIL
HELD AT 7.30pm ON TUESDAY 1st AUGUST 2023
LISTER ROOM, RANGEWORTHY MEMORIAL HALL

Those Present

Councillors: Miss. W. Moody Miss. L. Haigh Mrs. M.J. Steer Mr. K. Livall
Mrs. P.J. Evans (Departing Clerk)
Mrs. A. Wheal (In-coming Clerk)

No members of the public were present.

Public Question Time

Prior to the start of the formal meeting of the Parish Council, as detailed in the agenda, members of the public were invited to raise any matters concerning the Parish.

Action

A.08.23	There was no public participation.	
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The formal meeting of the Council then commenced as follows:-

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| 1. | Apologies for Absence |
| 01.08.23 | There were no apologies. |
| 2. | Declarations of Interest Relating to Agenda Items |
| 02.08.23 | There were no declarations of interest. |
| 3. | Recruitment of Clerk & Responsible Finance Officer |
| 03.08.23 | Cllr. Livall proposed, Cllr. Steer seconded and it was RESOLVED to appoint Mrs. Andrea Wheal as the new Clerk & Responsible Finance Officer. All Agreed. |
| 04.08.23 | In pursuance of Minute 03.08.23 above, amendments were required to the current bank mandate – removal of the proceeding Clerk as account administrator (section 5); addition of new Clerk as account administrator (section 6); change of address for correspondence (section 7). |
| 05.08.23 | Cllr. Haigh proposed, Cllr. Livall seconded and it was RESOLVED that the authorised signatories in the current mandate for the accounts listed in section 2 of the NatWest Bank form (NWB50047) be change in accordance with sections 5, 6 and 7 of said form, and the current mandate will continue as amended. All Agreed. |
| 06.08.23 | Cllr. Moody proposed, Cllr. Steer seconded and it was RESOLVED to set up a standing order for the payment of the new Clerk’s salary. All Agreed. |
| 07.08.23 | Further to minute 14.07.23 two Cllrs. signed the bank ‘amend standing order’ form to cancel the previous Clerk’s salary payment, the last of which was paid on 1 st August 2023. |
| 08.08.23 | Cllr. Livall proposed, Cllr Steer seconded and it was RESOLVED to pay the outstanding expenses and unused holiday pay for the previous Clerk as per submitted receipts and evidence. Cllrs. noted the previous Clerk had reimbursed the Parish Council for her SLCC membership pro rata. All Agreed. |
| 09.08.23 | The preceding Clerk and the new Clerk would liaise to arrange a date for formal handover within the next week. Additionally, it was agreed that the old Acer laptop would be completely wiped (taken back to factory settings) and potentially offered |

to the school; the broken Brother printer/scanner would be written off and disposed of; the new Clerk would investigate the purchase of a new printer/scanner.

4. Date of Next Meeting

10.08.23 Cllrs. noted cancellation of the 5th September 2023 Ordinary meeting of the Parish Council.

11.08.23 Cllr. Haigh proposed, Cllr. Steer seconded and it was **RESOLVED** to hold the next Ordinary Parish Council meeting on Tuesday 29th August 2023. **All Agreed.**

5. Accounts for Payment

12.08.23 The following payments and invoices had been verified by the Clerk and were presented for payment -

Payee	Chq No		Net	VAT	TOTAL
Mrs. P. Evans	SO	Clerk's Salary - July	£445.55	£0.00	£445.55
Elite Cleaning	1728	Pavilion Cleans - June	£65.00	£13.00	£78.00
KLH Landscaping	1729	Playground Grass Cuts	£100.00	£0.00	£100.00
Mrs. P. Evans	1730	Keys - Pavilion	£20.00	£0.00	£20.00
Mrs. P. Evans	1730	Postage	£9.75	£3.81	£13.56
Mrs. P. Evans	1730	Unused Holiday Pay	£295.97	£0.00	£295.97
South Glos. Council	1731	Grounds Maintenance	£265.56	£53.11	£318.67
			<u>£1,201.83</u>	<u>£69.92</u>	<u>£1,271.75</u>

13.08.23 Cllr. Moody proposed, Cllr. Livall seconded and it was **RESOLVED** that the above accounts be paid. Cllrs. Livall and Haigh witnessed the invoices and signed the cheques. **All Agreed.**

The meeting closed at 8.05 pm.

The next Meeting of Rangeworthy Parish Council would be held in the Lister Room of the Memorial Hall, commencing at 7.30pm on Tuesday 29th August 2023.

Signed _____

Date _____