

# **STILTON PARISH COUNCIL**

www.stiltonparishcouncil.org

Parish Clerk: Julianne Lawrence  
The Parish Room, Church Street, Stilton  
clerk@stiltonparishcouncil.org

**To: Members of Stilton Parish Council**

Sir/Madam

You are hereby summoned to attend the remote meeting of **Stilton Parish Council** to be held on **Tuesday 28 April 2020** hosted on Zoom at 7.30pm.

**Julianne Lawrence**

Julianne Lawrence  
Parish Clerk

18 April 2020

## **THE PUBLIC AND PRESS ARE WELCOME**

**Due to COVID19, this meeting will be held remotely. If you have any questions on the agenda or would like to attend, please email the Clerk at [clerk@stiltonparishcouncil.org](mailto:clerk@stiltonparishcouncil.org) and log in details will be forwarded on the day.**

## **AGENDA**

- PC64/20 APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
- PC65/20 DECLARATIONS OF INTEREST**  
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PC66/20 PUBLIC PARTICIPATION**  
A maximum of 15 minutes is permitted for members of the public to address the meeting in relation to the business to be transacted at the meeting.
- PC67/20 MINUTES**  
To approve as a correct record the Minutes of the Parish Council meeting held Tuesday 11 February and Tuesday 12 March 2020.
- PC68/20 HIGH CONSEQUENCE INFECTIOUS DISEASE POLICY**  
Council to approve amending the policy to allow remote meetings to be held.

**PC69/20 STANDING ORDERS**

Council to approve amending Standing Orders to facilitate the holding of remote meetings.

**PC70/20 FINANCIAL REPORT**

- a) Clerk/RFO to provide an end of year bank reconciliation along with an update on the Internal Audit and detail funding of PC Reserves and Contingency
- b) Council to authorise the opening of an additional bank account for Playground funds to be stored in
- c) A £15,000 part payback of the £35,000 loan from the end of year monies back to the Capital Account to be approved
- d) A rates update to be provided including the latest on the rates appeal. Cllr Bull to inform Council as to the advantages of setting up a Community Trust for the Parish Room and how this might be taken forward
- e) Council to approve the budget for FY20-21
- f) Members to decide on a debit card or cash card for non-regular purchases
- g) 3 Councillors for online payments to be authorised
- g) Expenditure for April to be approved (wage report attached, expenditure below.)

BACS	Fergusons	Village Maintenance	1,438.50
S/O	Businesswatch	Alarm/CCTV monthly maintenance/historic costs	288.39
BACS	Staff wages	Clerk, Pav Administrator, Caretaker salaries	1,595.59
BACS	HMRC	Employee tax/NI and employer NI	245.28
BACS	NEST	Employee/employer pension contribution	22.26
BACS	Julie Thompson	Cleaning at Pavilion and PR	140
BACS	Working Turf	Pitch maintenance	792.6
BACS	EON	Street Lighting	118.06
S/O	EON	Pavilion Electricity	326.66
S/O	EON	Pavilion Gas	597.67
S/O	BT	Pavilion phones	35.4
S/O	IONOS	Website hosting and emails	10.79
S/O	Barclays	Account charges	19.75
S/O	Public Works Loan Board	Pavilion loan	2,268.10
BACS	HDC	Rates for Pavilion	670.50
BACS	HDC	Rates for Parish Room	198.50
BACS	Parish Council Websites	Yearly web hosting charge	216
BACS	Business Waste	Additional weight charge	5.83
S/O	Business Waste	Pavilion bin emptying	33.48
BACS	J Lawrence	McAfee Virus Protection for Clerk's laptop	31.99
BACS	J Lawrence	Brightpay yearly subscription	58.80
BACS	J Gillies	Printer cartridge	17.39
Monthly total:			9,131.54

- PC71/20 INTERNAL AUDITOR**  
Members to approve Julia Tufnail as Internal Auditor and having a Scribe 'Read-only' log in to the PC accounts.
- PC72/20 FINANCE, GENERAL PURPOSES AND COMMUNICATIONS COMMITTEE**  
Chair of the committee to outline priority issues and update on VE Day and the new website.
- PC73/20 AMENITIES MANAGEMENT COMMITTEE**  
The Chair of the committee to outline priority issues including the outcome of Council's decision by email to approve the order for the pitch maintenance contract and seek Council approval for:
- a) The Pavilion Administrator's Report
  - b) Building maintenance contracts
  - c) Ferguson's scope of work
  - d) The Play Ground Report
  - e) Permission to add the Community Fund Closure amount of £700 to the new playground funds
  - f) Adoption of the Green Spaces Strategy.
- Chair of the Playground Sub committee to report back from CAPALC Networking Day on Playgrounds and briefly detail the proposal to hold a Stilton Open Gardens event in 2021 to raise funds for the playground.
- The Skatepark/Barn Close inspection reports to be addressed.
- PC74/20 HUMAN RESOURCES, POLICIES AND PROCEDURES COMMITTEE**  
The Chair to outline priority issues and ask Council to authorise:
- a) The back payment of the Village Caretaker's salary
  - b) The Clerk/RFO's new hourly SCP rate
  - c) Revising the Clerk/RFO's contract detailing increased monthly hours
  - d) The Homeworking Allowance payable to the Clerk/RFO and Pavilion Administrator
  - e) Council to adopt the revised Complaints Procedure
  - f) Council to adopt the revised Equal Opportunities Policy
  - g) Council to adopt the revised Code of Conduct.
- PC75/20 CHAIRMAN TRAINING**  
PC to agree to Chairman training by CALPALC on 06/06/20 at a cost of £50.
- PC76/20 PLANNING**  
No planning applications submitted currently.
- PC77/20 NEXT MEETING**  
Date of the next meeting to be set.