

Extraordinary Meeting of the Parish Council - Weds 13th September 2023 to take place immediately after the Finance & General Purposes Committee meeting in the Blanchard Room, Village Hall.

Tim Watton, Parish Clerk. Council Office, Vineyard Close, Lytchett Matravers BH16 6DD.

Email: lytchettmatravers@dorset-aptc.gov.uk or call 07824 829491.

# A G E N D A

All Council decisions must give due consideration to their impact on the community’s carbon footprint.

## **1. To receive and consider apologies for absence.**

## **To receive any declarations of interest, and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011.**

## **To receive notice of resignation as Parish Clerk and RFO dated 27th August 2023, from Mr T Watton.**

## **To appoint a Parish Council Staffing Committee to manage all current and future Human Resource activities (see terms of reference).**

1. **To review and approve the job description for the Parish Clerk/RFO vacancy.**
2. **To review and approve the advertisement to be placed with DAPTC for the Parish Clerk/RFO vacancy.**
3. **To approve £50 for Worknest HR package (recommended by DAPTC)**
4. **To approve an interim internal audit as of October 31st, 2023**

## **9. To resolve to approve the following payments already made:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| British Telecom  | Office phone and broadband – August 2023 | 55.98 | 11.19 | 67.17 |
| Idverde Ltd | Grass cutting, southern end of Recreation Ground – invoice 10890826  | 33.07 | 6.61 | 39.68 |
| HSBC | Bank charges for period 1-31 July 2023 | 5.00 | 0.00 | 5.00 |

**7. To resolve to approve the following payments due:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total**  |
| JHAI Ltd | Building control application for LM Youth Hall | 166.00 | 33.20 | 199.20 |
| Homestyle Glazing Ltd | Supply and fit replacement windows at Parish Council office  | 1000.00 | 200.00 | 1200.00 |
| B Barker | Reimbursement of Survey Monkey monthly fees – April & May 2023 (Youth Hall survey) | 81.66 | 16.34 | 98.00 |
| B Barker | Reimbursement of Survey Monkey monthly fees – June 2023 (Youth Hall survey) | 40.83 | 8.17 | 49.00 |
| B Barker | Reimbursement of Survey Monkey monthly fees – July 2023 (Youth Hall survey), plus…Stationery / supplies for prep of LMYH **Total**  | 40.8399.04**139.87** | 8.1719.81**27.98** | 49.00118.85**167.85** |
| Idverde Ltd | Cemetery maintenance August 2023 invoice no 10890756 | 350.60 | 70.12 | 420.72 |
| Jurassic Computers | Servicing of Council laptop | 90.00 | 0.00 | 90.00 |
| Shaw & Sons Ltd | Supply of allotment receipt book, burials receipt book and book of Grants of Exclusive Right of Burial  | 165.00 | 33.00 | 198.00 |
| BCP Council  | Foxhills Open Space grass cutting contract: April 2022 – March 2023 | 3086.00 | 617.00 | 3703.20 |
| Matthew Cherry | Allotment deposit refund, plot 2 | 35.00 | 0.00 | 35.00 |

##

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder; Health & Safety; and Human Rights.

Signed: T Watton Date: 8th September 2023