

**Wing Parish Council**

**Minutes of the Parish Council Meeting on Tuesday 2<sup>nd</sup> January 2018.**

Present: Councillors Ms S Roe (Chairman) Mr J Lomas (Vice Chairman), Mrs C Hellgren-Derry, Mr John Benson, Mr M Kelly, Mrs L Crush and Mr G Lloyd Wakefield

2 members of the public

Mrs M Hayes – Acting Clerk

728. (a) To elect a Chairman for the meeting (b) To discuss future arrangements for Chair and Vice Chair	(a) It was PROPOSED SECONDED and UNANIMOUSLY APPROVED to elect Councillor Sarah Roe as Chairman until the May Annual Meeting. (b) It was PROPOSED SECONDED and UNANIMOUSLY APPROVED TO elect Councillor John Lomas as Vice Chairman until the May Annual Meeting.																																											
729.Public Question Time	No questions.																																											
730. (a) Apologies (b) Declaration of Interests (c) Approval of Previous Minutes	(a) Apologies were received from Councillor H McGwyre. (b) None (c) Deferred until the 30 <sup>th</sup> January meeting.																																											
731. Planning Applications	None																																											
732. Finance (a) Accounts for Payment – Approval (b) To approve Finance & HR Recommendations for 2018/19 Precept	<p>It was PROPOSED SECONDED and UNANIMOUSLY approved to pay the following invoices and expenses:</p> <table border="1" data-bbox="402 1045 1235 1787"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount (£)</th> </tr> </thead> <tbody> <tr> <td>E.on</td> <td>Electricity November</td> <td>£ 300.83</td> </tr> <tr> <td>Joanna Craig</td> <td>Website Development/Hosting</td> <td>£ 84.60</td> </tr> <tr> <td>P Lambert</td> <td>Staged Payment</td> <td>£ 6,000.00</td> </tr> <tr> <td>John Lomas (Lock Services)</td> <td>spare notice board key</td> <td>£ 10.50</td> </tr> <tr> <td>Contracts and Salaries</td> <td>Clerks Salary Nov/Dec Expenses/Office Costs/Stationery, Printing &amp; Training, Litter Clearance &amp; general maintenance, AVG Licence &amp; Poppy Wreath</td> <td>£ 1,686.73</td> </tr> <tr> <td>Goldleaf Groundcare</td> <td>Grass Cutting</td> <td>£ 288.96</td> </tr> <tr> <td>Maxine Hayes</td> <td>Reimb AVG Laptop Protection</td> <td>£ 34.99</td> </tr> <tr> <td>Direct 365</td> <td>Euro bin hire</td> <td>£ 122.54</td> </tr> <tr> <td>Wicksteed leisure</td> <td>Playground inspection</td> <td>£ 54.00</td> </tr> <tr> <td>Wing Hall Trust</td> <td>Meetings/Storage</td> <td>£ 101.20</td> </tr> </tbody> </table> <p>Balances @ 12/12/2017</p> <table data-bbox="402 1793 1235 1917"> <tr> <td>HSBC Community a/c</td> <td>1,262.56</td> </tr> <tr> <td>HSBC BMM a/c</td> <td>147,059.21</td> </tr> <tr> <td>HSBC Long Spinney a/c</td> <td>159.85</td> </tr> <tr> <td>HSBC War Memorial a/c</td> <td>£ 5,148.16</td> </tr> <tr> <td></td> <td>£153,629.78</td> </tr> </table> <p>Income <span style="color: red;">Martin Grant Homes</span> <span style="float: right;">£ 300.00</span></p>	Payee	Description	Amount (£)	E.on	Electricity November	£ 300.83	Joanna Craig	Website Development/Hosting	£ 84.60	P Lambert	Staged Payment	£ 6,000.00	John Lomas (Lock Services)	spare notice board key	£ 10.50	Contracts and Salaries	Clerks Salary Nov/Dec Expenses/Office Costs/Stationery, Printing & Training, Litter Clearance & general maintenance, AVG Licence & Poppy Wreath	£ 1,686.73	Goldleaf Groundcare	Grass Cutting	£ 288.96	Maxine Hayes	Reimb AVG Laptop Protection	£ 34.99	Direct 365	Euro bin hire	£ 122.54	Wicksteed leisure	Playground inspection	£ 54.00	Wing Hall Trust	Meetings/Storage	£ 101.20	HSBC Community a/c	1,262.56	HSBC BMM a/c	147,059.21	HSBC Long Spinney a/c	159.85	HSBC War Memorial a/c	£ 5,148.16		£153,629.78
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	(b) It was PROPOSED SECONDED and UNANIMOUSLY RESOLVED to approve the Finance & HR committee recommendation to set of precept of £79,000 in the financial year 2018/19.
<p>733. Items for Discussion:</p> <p>(a) To approve Finance &amp; HR committee recommendations for the advertisement for Clerks position</p> <p>(b) To approve Finance &amp; HR committee recommendations for Data Protection officer, preparation for new regulations and training</p> <p>(c) To note resignations of Lynn Stuart, John Hughes and Vicky Day and to acknowledge process for advertising 3 vacancies</p> <p>(d) To discuss Wing Good Neighbours Scheme</p> <p>(e) To discuss Parish Council correspondence</p>	<p>(a) A report and supporting Information had previously been circulated to all councillors to consider the options of one full time Clerk or splitting the role Clerk &amp; Deputy Clerk/Responsible Financial Officer.</p> <p>After discussion it was PROPOSED SECONDED and UNNIMOUSLY RESOLVED to approve the Finance &amp; HR recommendations that :</p> <ul style="list-style-type: none"> <li>• That the role be a split role Clerk &amp; Deputy Clerk/Responsible Financial Officer</li> <li>• The Deputy Clerk/Responsible Financial officer should be recruited first whilst Maxine Hayes continued as Acting Clerk and organised the induction and training</li> <li>• The post should be advertised as widely as possible.</li> <li>• The advert would be included in the next issue of What’s on in Wing.</li> <li>• The Clerk would draw up a draft advert, Job Description and Person Specification for this role to be circulated and approved.</li> <li>• The salary and number of hours to be flexible but based on an initial 10 hours per week NJC Salary Scale Point 20 £19238 - £19430 pro rata.</li> <li>• The closing date for applications would be Tuesday 13<sup>th</sup> February.</li> <li>• Once applications were received the Clerk would circulate to full Council.</li> <li>• Councillors Roe, Hellgren-Derry, Lomas &amp; Wakefield agreed to be involved on the interview panel.</li> <li>• Questions would need to be drafted for the interviews based on the Job Description and Person Specification.</li> </ul> <p>(b) It was PROPOSED SECONDED and RESOLVED to approve the Finance &amp; HR committee recommendations that as most of the preparatory work would need to be completed before May 2018 for the new Data Protection regulations the Acting Clerk would take on this role and once the permanent positions were appointed it could be reviewed.</p> <p>Agreed for the Acting Clerk to go ahead and complete the information audit and draft privacy notice which would go to full Council for approval.</p> <p>(c) The Council noted the resignations and wished to have it recorded that all 3 councillors would be missed. The Parish Council expressed their gratitude to Lynn Stuart for all her hard work on behalf of the parish as Chairman.</p> <p>(d) Wing Good Neighbours scheme had been led by Lynn Stuart and Vicky Day. Replacement councillors would need to be appointed. It appeared that since the last meeting almost a year ago no further progress had been made and the Clerk would chase this matter.</p> <p>(e) It was agreed that until further notice all parish council correspondence would be re directed to Councillor Roe.</p>
734. Date Of Next Meeting	Date of Next Meeting: 30 <sup>th</sup> January 2018, 8pm, Wing Community Library.