

Little Bromley Parish Council

Minutes of the extraordinary meeting of the Parish Council held on
Thursday 12th April 2012 at 8.00pm at the Haywain Public House, Little Bromley.

1. 12/13 Introduction and Welcome.

The Chairman welcomed everyone to the meeting and introduced Mrs Shute who was appointed as clerk from 1st April 2012.

2. 12/13 Apologies for absence.

None. All councillors present.

3. 12/13 Bank mandate forms.

The Parish Council financial management was discussed in detail and responsibilities reallocated to reflect recent councillor and clerk appointments. Councillors, Hatch, Middleton and Ashmore will be signatories on the bank account and appropriate mandate forms will be completed and sent off.

Action: Clerk

4. 12/13 Budget 20012/13.

A revised budget plan was circulated to the councillors and this was accepted as read. The budget plan will be monitored throughout the year. **Item discharged.**

5. 12/13 Amenity Fund.

The Chairman reported that there is a balance of £3612.74 in the amenity fund of which £1247.32 is ring-fenced for the repair of the village war memorial. Councillor Middleton will join Councillor Hatch on the Amenity committee and will be a signatory on the bank account. The necessity of an annual audit was discussed and an internal auditor will be appointed accordingly. **Action: Clerk.**

6. 12/13 Minutes.

It was reported that minutes dating back 1 year had been handed over to the new clerk. Minutes prior to this date were unavailable. **Item discharged.**

7. 12/13 Standing Orders.

The council's standing orders were discussed and it is planned to formally adopt these at the next council meeting after final approval by the EALC. **Action: Clerk.**

8. 12/13 Administration.

Administration of the council was discussed for the benefit of the new clerk.
Item discharged.

9. 12/13 Contract for cleaning / restoring war memorial.

It was reported that cleaning and repair of lettering can be carried out. However, structural repairs can commence when there is no danger from frost. **Item continued.**

10. 12/13 Clerk's employment contract.

A model contract of employment will be obtained from the National Association of Local Councils.
Action: Councillor Wilcox.

11.12/13 Any Other Business.

11.1 12/13 Dog Fouling

It was noted that dog fouling has become a problem in the village. The clerk will contact Tendring District Council – Dog Warden for advice. **Action: Clerk.**

11 12/13 Council Precept

The increase in the precept will cost each parishioner in the village an extra £9 per annum.

Item discharged.

There being no further business, the meeting closed at 9.35pm.