

## KINGS CAPLE PARISH COUNCIL

### Minutes of the Extra-ordinary Meeting of the Parish Council

**Thursday 14 November 2013 7.30pm, The Old School, Kings Caple**

#### **Present**

Jake Keogh (JK) Chair, Harry Waymouth (HW) Vice Chair, Julie Brandram Jones (JBJ), Mike Harris (MH), David Williams (DW), Russell Nunn (RN), Andrew Beckett (AB)

#### **Attending**

Liz Parry-Jones (LPJ) Clerk, 1 member of the public

#### **1) Apologies for Absence**

None

#### **2) Declarations of Interest and requests for dispensations**

None

#### **3) Appointment of a Lengthsman**

Two prospective Lengthsmen had been identified, Terry Griffiths and Jeremy Moore. HW gave a report on the discussions/interviews that he and JK and MH had conducted. It was considered that both candidates would be likely to provide a suitable service with regard to the general maintenance tasks but that as Mr Griffiths had access to and more experience in using mechanical he may be better able to clear the gullies (seen as the most urgent matters) in a shorter time scale than Mr Moore. A vote was taken.

#### ***Resolved: unanimously to appoint Mr Terry Griffiths as Lengthsman***

It was proposed that consideration be given to including in the contract between KCPC and the Lengthsman the ability for KCPC to review the appointment after approximately 18 months. A schedule of tasks to be undertaken by the Lengthsman needs to be drawn up and agreed with the Lengthsman. This will be used to order work, comply with the funding requirements and to measure progress and performance.

**Action: Contract between KCPC and Lengthsman to be drafted DW/RN/LPJ**  
**Schedule of Lengthsman's tasks to be drawn up RN/LPJ**

#### **4) Finance**

##### **a) Financial Update**

It was noted that the current bank balances are:

Current account           £6,581.74

Parish Plan account       £2,603.94

A copy of the cash book showing all receipts and payments to date was circulated to members and a copy signed by JK

##### **b) Budget 2014/15**

JK thanked JBJ and AB for their help in producing the draft budget which had been sent to all members prior to the meeting. JK presented the draft budget and explained the rationale. It was agreed that any amendments and/or updates

Signed:

Date:

should be brought to the next meeting after which the draft budget would be posted on the notice board and comments from the public considered at a Parish Meeting in January 2014.

**5) Items for the next Agenda**

- Draft budget
- Lengthsman
- NDP steering group report

**6) Exclusion of the public**

***Resolved: to exclude the public in order to discuss the Clerk's contract of Employment***

**7) Clerk's Contract of Employment**

The 2 items outstanding from the previous discussion of the contract (regarding references to pensions and compensation for injury) were clarified.

***Resolved: to agree the contract as considered previously at the meeting of 10 July***

Signed:

Date: