

South Mimms Parish Council

Minutes of the Extraordinary Meeting of the Parish Council held on Thursday 28th June 2018 at 6.30pm at South Mimms Village Hall

Present: Councillor Yvonne Harverson Chair
Councillor Paula Arnold
Councillor Paul Binstead

Ms Lynn Goodenough Temporary Clerk

Members of the Public - None

62/18 APOLOGIES FOR ABSENCE

Apologies received from Councillor Andrew Brewster and Councillor Mark Edwards.

63/18 DECLARATION OF MEMBERS' INTERESTS

No declarations of members' interests.

64/18 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 10th MAY 2018

The minutes of the Meeting of the Parish Council held on 10th May 2018 were agreed as a true record and signed by the Chairman.

65/18 MATTERS ARISING

Arising from Minute 57/18, it was reported that it had not yet proved possible to retrieve Council files and property from the Clerk following her resignation. However discussions were taking place and it was hoped that a meeting for the handover would soon occur. Efforts would be redoubled to fill the vacancy and the possibility of obtaining a locum in the interim to attend to the most urgent matters would also be explored.

In the meantime, the Chair had located job descriptions and the previous Clerk's contract of employment, and with these an advertisement would be prepared. Details of whether any amount had been budgeted for advertising would be brought to the next meeting.

Help in preparing the advertisement had very kindly been offered by Mr David Ashdown, and by LG who had also volunteered to provide administration support until new arrangements were made. The Council's appreciation was noted.

66/18 SCHEDULE OF PAYMENTS

No payments schedule was received on this occasion. It was noted that in the continued vacancy of a Parish Clerk, some office items would need to be purchased and expenses would be reimbursed at a later meeting on presentation of receipts.

67/18 ANNUAL ACCOUNTS

The receipt and approval of the Council's accounts for the year ending 31 March 2018 would be deferred until a later meeting. It was noted that the Chair and Vice Chair had approached HAPTC for guidance and with their staff's involvement an extension in the deadline for submission of an Exemption Certificate had been granted by the External Auditor, PKF Littlejohn LLP, who had been appointed for the Council by Smaller Authorities Audit

Appointments Ltd. This gave the Council up until 31 August 2018 to ensure that the accounts and Annual Governance and Accountability Return (AGAR) for the year 1 April 2017 to 31 March 2018 were properly completed and documented.

68/18 PLANNING APPLICATIONS

Consideration of any planning applications was deferred until a later meeting.

69/18 COMMUNITY DEFIBRILLATOR

It appeared unlikely that the Clerk had been able to make progress in purchasing the defibrillating equipment in the time prior to her resignation. When details became available the matter would be carried forward for discussion at a later meeting.

70/18 DATE OF NEXT MEETING

The date of the next meeting of the Council was scheduled for 11 September 2018 but in the ongoing vacancy of the Parish Clerk this date was in some doubt and would be subject to confirmation nearer the time.

An extra meeting would be called subject to due process, probably during August, in order for Members to receive and approve the accounts and associated AGAR documents.

The meeting closed at pm

Chairman Date