**MINUTES OF THE**





 **EXTRA ORDINARY MEETING OF THE STAMBRIDGE PARISH COUNCIL**

 **HELD AT STAMBRIDGE MEMORIAL HALL, STAMBRIDGE ROAD, SS4 2AR**

 **ON THURSDAY 12th OCTOBER 2017.**

**107 17/18 Members and Public present: 7.30 pm.**

 Chairman Councillor Mr P Shaw.

 Councillors: Mr D Nelson and. Mrs P Holmes.

 Members of the public: None.

 The Parish Clerk: Mr B Summerfield.

**108 17/18 Chairman's opening remarks.**

 The Chairman welcomed all persons attending the Meeting and made safety announcements for the Memorial Hall.

**109 17/18 Apologies for absence.**

To be received by the Clerk in person via: email, letter and telephone.

Received from Councillors: Mr G Ioannou (Away), Mrs J Gooding (Meeting) and Mrs L Shaw (Meeting).

**110 17/18 To Receive Declarations of Interests:**

i **To receive all declarations of interests:** None.

ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them, during the progress of the meeting.**

**111 17/18 Public Forum:** ( 5 min per person only )

 Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

 None.

**112 17/18 To Receive the Minutes of the Meeting of 28th September 2017.**

**i Having received conflicting information re: the legality of the above appearing on this Agenda, the Clerk**

 **recommended holding the agreement of the Minutes, over to the next Meeting.**

**ii All agreed.**

**113 17/18** **The Financial Committee Meeting:**

**i The Independent Auditors Financial Report** was discussed and it was agreed to recommend that the report is

 accepted in its entirety.

**ii The SPC ‘Financial Regulations’.**

 i The Clerk circulated the only available SPC Financial Regulations (October 2012) from the SPC website.

 ii Updated Financial Regulations were recorded as having been agreed in the Minutes of March 2016.

 iii No filed copy was available to the Clerk and the Chairman will seek access to a copy on his computer to

 bring to the next meeting.

 iv i The NALC updated the Financial Regulations Template of May 2016.

 ii The Clerk produced paper copies of the above and Councillors went through page by page and

 agreed to bring the updated information to combine with the Chairman’s copy at the next meeting.

**iii SPC Container use:**

 After discussion it was agreed and recommended:

 The SPC does not use any more that 1% of the container area and the SPC cannot justify the ongoing costs and

 therefor recommend to the next SPC Meeting:

 i The Filing cabinet in the container to be emptied of all paperwork and disposed of.

 ii i The paperwork from the cabinet together with the boxed paperwork to be sorted and installed in

 the Filing cabinet in the office.

 ii All remaining paperwork to be handed to the MHT for their appraisal.

 iii All sand bags and flood expanding bags to be stored outside and encased in a tarpaulin or receptacle,

 together with a static dehumidifier, readily available to the public/councillors in the event of a

 Flooding Emergency.

 iv That the SPC container monthly Direct Debit costs to be cancelled or moved to the MHT.

**iv Revised End of Financial Year (2018) projected Balances, as received by councillors:**

 After discussion it was agreed to recommend to the next SPC Meeting:

 i The Clerk to ask for the invoice for the allotment rent from the Landlord, for the year January 2017 –

 January 2018.

 ii The Vodaphone service is not required by the SPC, the monthly costs to be cancelled or moved to the MHT. iii The PayPal payments are not required by the SPC, the monthly costs to be cancelled or moved to the MHT. iv The Clerk to finalise the list of 2016-2017 MHT invoices that are currently outstanding to the SPC.

**v General:**

 Councillor Mr D Nelson to contact the Barclays Mandate team to resolve the present Mandate problems.

 Clerk to forward details.

**114 17/18 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

 **Items**: As above.

**115 17/18 The next Stambridge Parish Council Meeting:**

 Agreed: **26th OCTOBER 2017**

 **at Stambridge Memorial Hall, Stambridge Road, SS4 2AR at 7.30pm.**

There being no further business the Chairman closed the meeting at 8.48 pm.

**21st October 2017. B Summerfield, Stambridge Parish Council Clerk/RFO.**