

PAPPLEWICK PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD AT 5 WESTBROOK AVENUE, RAVENSHEAD ON FRIDAY 25th JULY 2008

Present: **Cllr Mr C Womble (chairman)**
 Cllr Mr D McCracken
 Cllr Mrs J Robinson
 Cllr Mr B Zinn

Parishioners None

The meeting commenced at 7.15 p.m.

1. APOLOGIES

Cllr S Roberts – holiday
Cllr G McCracken - illness

2. DECLARATIONS OF INTEREST

None

3. APPROVAL OF ANNUAL RETURN FOR 2007-8

The Chairman explained that the Council was required to file an Annual Return with the external auditors each year in a form laid down by the Audit Commission. The Annual Return had to be approved by Council but had not been included at the last meeting. It had to be returned to the external auditors by 28th July.

The Annual Accounts had already been approved and the Council's internal auditor had signed off the relevant section of the Return on 1st May.

The former Clerk had answered in the affirmative to all questions on the Annual Governance Statement. However, the Chairman pointed out that the Service Level Agreement entered into with Gedling Borough Council in relation to the Big Lottery Fund grant application for playing field equipment contained a clause potentially exposing the Council to open-ended and unrestricted liabilities for which the Council's insurers were not

prepared to grant insurance cover. This was a matter which needed to be declared in the Annual Return.

After consideration of the Annual Return, it was resolved that the Chairman sign the Annual Governance Statement after amending the answers to questions 5 and 8 to 'No' and that an explanation be provided to the external auditor accordingly.

4. POSITION OF CLERK TO THE COUNCIL

Following the Clerk's resignation, the Chairman reported that the Council's property had been removed from the Clerk's home and was in storage at 10 Blacksmith's Court. There was a need for some of the older material to be 'weeded' and a report would be submitted to a latter meeting of documents that were suitable for transfer to the Nottinghamshire Archives Office.

Cllr. Robinson provided a report on the current state of the accounting records in her possession. She was not able to fully manage the Council's financial affairs until an up-to-date set of documents were received from the former Clerk.

A cheque covering the balance of the petty cash float of £50 had been received from Mr. Whyley upon termination of his employment.

An enquiry had been received from David Clayton regarding the vacant Clerk's position. However, the Chairman had informed Mr. Clayton he was ineligible to hold paid office with the Council until April 2009, having resigned as a councillor in April 2008.

The Chairman asked Cllr Zinn to oversee the Linby Lane notice board and Cllr. D McCracken to supervise the one on Moor Road. Cllr Roberts would be asked to take charge of the Mansfield Road notice board.

5. COUNCILLORS REPORTS

Cllr. Robinson informed the meeting that an opportunity had arisen to submit an application for a National Lottery Heritage Fund grant towards the purchase of 51 Main Street. If acquired, the property would be used by the Council as a Heritage Centre, office accommodation and meeting room. The outcome of this application was awaited.

Chairman confirmed he had received an e-mail from Notts County Council confirming that the P3 grant application had been approved and payment of the grant would be made shortly.

Cllr Robinson reported that an accident had taken place recently on Forest Lane near to the entrance to Forest Lodge. A vehicle had

apparently run into the rear of another stationary vehicle. As a result of this accident a County Council employee had been observed cutting back vegetation around the 'queuing traffic' warning sign. She had requested that the 30/40 mph sign outside the Griffin's Head on Moor Road be cleared of vegetation but as yet this had not been done.

6. DATE OF NEXT MEETING

10th September 2008

The meeting ended at 8.45pm

Signed Chairman Vice Chairman