



CHIPPERFIELD PARISH COUNCIL

To Councillors : H Laverack – **Chairman**, E Flynn – **Deputy Chairman** ,W Bathurst ,K Cassidy
G Bryant , C Luff, T.McGuinness, CA Heaphy
Cc Cllr R.Roberts, Cllr S.Riddick, , Cllr G Adeleke, Cllr G Barratt

Notice is hereby given that the meeting of Chipperfield Parish Council to which you are summoned to transact the business set out below will be held in **The Village Hall, The Common, Chipperfield on Monday 9th July 2018** The meeting will follow the planning meeting & will not be earlier than 7.45

Mrs Carole Butcher
Clerk to the Council
4th July 2018

Public participation – There will be 15 minutes available for “Public Participation “if required

AGENDA

43/18 CHAIRMANS ANNOUNCEMENTS

The chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building to be evacuated.

44/18 APOLOGIES FOR ABSENCE

To receive apologies for absence.

45/18 DECLARATIONS OF INTEREST

To receive any pecuniary interests relating to items on the agenda. *A member, when declaring their registerable pecuniary interest in a matter must leave the room when the matter is being discussed.*

Chipperfield Parish Council,
The Village Hall
The Common, Chipperfield
Herts.
WD4 9BS
Tel: 01923 263 901

email: parishclerk@chipperfield.org

website: www.chipperfieldparishcouncil.gov.uk

46/18 MINUTES

To approve the minutes of the meeting of 21st May 2018

47/18 CHAIRMANS REPORT & CORRESPONDENCE RECEIVED

To receive the Chairman's report & note any correspondence received

48/18 FINANCE AND GENERAL PURPOSE

It is proposed by Cllr Laverack that changes are made to the financial regulations to enable effective management of the council.

One

It is hereby **PROPOSED** to amend sections 4.1 and 4.5 of the Financial Standing orders to read:

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The authority is to be determined by:

- The Council for all items of £5,000
- A duly delegated committee of the council for items over £500 or the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500

Such authority is to be evidenced by a minute or by an authorization slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.5 In cases of extreme risk to the delivery of council services, the Clerk may authorize revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

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Two It is hereby proposed that: a sum of £2,000 be transferred from earmarked reserves and allocated to 'One off Projects' in the 2018/19 budget. This allocation is to be controlled under section 4 (authority to spend) of the financial standing orders. Any unspent amounts are to be transferred back to earmarked reserves and re-allocated each year as appropriate.
Further that: a sum allocated within earmarked reserves under the heading 'unspecified projects' this sum to be advised by F & GP for approval of full council in due course

Correction to Clerks pay scale


Recruitment of new Parish Clerk

The personnel committee in liaison with the F & GP Working group hereby propose that:

1. That the current allocated time for the administration of CPC business be kept at 26 hours per week.
2. That Usha Kilich being a fully CILCA qualified clerk, be appointed to the position of Clerk to The Council on the 23rd July for a total of 20 contracted hours per week at the NALC spinal point level 36,
3. That an option to employ an assistant to the Clerk for the remaining 6 hours per week to be established. Action under this option to be determined by the F & GP group in liaison with the Clerk when and if necessary without further reference to full council. Finance to cover this option to be contained within the annual budget.
4. That the council move to online banking to improve administration efficiency.
5. That all systems and processes be reviewed to seek means improving efficiency.
6. That the council office opening hours be reviewed to meet the need for efficient administration of the council whilst maintaining a high level of service to the community.

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- 49/18 PLANNING**
PROPOSAL in principal to enlist the services of a planning consultant for large developments
- 50/18 REPORT FROM BOROUGH/COUNTY COUNCILLORS**
To receive a report from Borough/County Councillors
- 51/18 REMEMBRANCE DAY**
To discuss funding of a beacon for Armistice day, following a request from the British Legion
- 52/18 MEETING DATES AND VENUE**
To discuss future meeting venues and dates
- 53/18 RESIGNATION OF CLERK**
To note Clerks resignation
- 54/18 DATE OF NEXT MEETING**
The next meeting will be held on the 20th August 2018 following the planning meeting @7.15 in The Village Hall, The Common, Chipperfield, wd4 9bs



Carole Butcher Clerk to the Council

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