

KINNERSLEY GROUP PARISH COUNCIL
Minutes of the Extra Ordinary Parish Council Meeting
held on Monday 14th June 2021
in Norton Canon Village Hall Car Park at 5.00 p.m.

PRESENT: Cllr. R Davidson (Chair); Cllr T. Jones; Cllr R. Marshall; Cllr. R Bowen and Cllr. C Hawkins.

PRESENT: Mrs Lesley Hay - no other members of the public.

Chairman welcomed those present to the Extra Ordinary Parish Council Meeting.

1. **Apologies for Absence:** Cllr P Wrixon; Cllr M. Lewis; Cllr J Greenfield and Cllr S Smith (Vice Chair).
2. No Declarations of Interest or Applications for Dispensation were declared.
3. **To appoint an interim Parish Clerk/Responsible Finance Officer (RFO)**

The Chairman explained that despite advertising via HALC (Herefordshire Association of Local Councils) it has not been possible to appoint a Parish Clerk with the required CiLCA qualification. After further discussion with Linda Wilcox – HALC’s Chief Executive – it was suggested that an interim Parish Clerk be appointed for an initial 6-month period.

The Chairman introduced Lesley Hay who is Parish Clerk to various local Parish Councils and who would be prepared to take over the responsibility for the Clerk’s duties for the 6-month period whilst HALC continue to advertise to fill the permanent vacancy.

Mrs Hay, who had provided a detailed curriculum vitae, was invited to give a short resume of her experiences/qualifications to date. The Chairman then asked Mrs Hay to leave the area. A vote was taken and it was unanimously agreed to appoint Mrs Hay as the interim Parish Clerk for Kinnersley Group Parish Council.

The Chairman will liaise with HALC with regard to preparing a short term 6-month contract and this will be signed at the next full Council meeting in July.

4. To retrospectively appointment an Internal Auditor for 2020-2021 and for the current financial year 2021-2022.

It was unanimously agreed to appoint Mr Robert Taplin of Moreton on Lugg. Mrs Hay confirmed that she had approached Mr Taplin and he was happy to accept this appointment.

5. **Finance Matters:**

- 5.1 End of year Bank Balances had been circulated.
- 5.2 The Annual Governance Statement for 2020/2021 was agreed and accepted by Council. The External Audit Form was duly signed by the Chairman and the Clerk as Responsible Finance Officer.
- 5.3 The Annual Accounts for 2020/2021 had been audited and these were agreed and accepted by Council. The External Audit form was completed and signed by the Chairman and Clerk as Responsible Financial Officer.
- 5.4 The Certificate of Exemption was signed and together with the Contact details will be returned to the External Auditor

The Notice of Date of Commencement of Period of the Exercise of Rights is ready to be displayed on the 14th June 2021 for 30 working days up to and including 24th July 2021.

The Clerk informed those present that all documentation will be displayed on the village Notice Boards within the appropriate time scale.

- 6. **Items for the Next Agenda** ([no discussion): Updating website; Future online banking arrangement.

Date of the Next Parish Council Meeting –
Tuesday 27th July 2021– 7.00p.m. in Norton Canon Village Hall.

This arrangement will, of course, depend on the Covid19 lockdown restrictions in place at the time.

Chairman closed the meeting at 5.45p.m.

Signed: Date: