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**LITTLE BLAKENHAM PARISH COUNCIL
EXTRAORDINARY MEETING
MONDAY 15th FEBRUARY 2016 IN LITTLE BLAKENHAM
VILLAGE HALL**

PRESENT : Wally Binder (Chairman), Stephen Wright, Mike Tabard, Barry Palmer.
Janet Gobey (Clerk).
One parishioner.

The Chairman opened the meeting at 7.30 pm with a welcome to those attending.

1. APOLOGIES FOR ABSENCE

Mary Whurr.

Steve Clark.

District Councillor Kevin Welsby.

No other apologies were received.

2. CLERK'S DRAFT CONTRACT OF EMPLOYMENT AND JOB DESCRIPTION

Councillors agreed that the contracted weekly number of hours for the Clerk would be four (4). The Draft Contract was approved.

The Draft Job Description was approved.

3. CLEANER'S DRAFT CONTRACT AND JOB DESCRIPTION

The Draft Job Description was approved. The Draft Contract of Employment will be considered at the next Parish Council meeting.

4. RISK ASSESSMENTS

4a. THE BEECHES PLAY AREA

Councillors agreed that a sign should be put on the gate asking users to shut the gate, rather than a self closing device on the gate.

The Draft Risk Assessment was approved.

4b. THE GLEBELAND

The Draft Risk Assessment was approved.

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Councillors discussed the possibility of approaching the Diocese to purchase the Glebeland. It was agreed that this would be reconsidered as another option if the Diocese was willing to discuss a long term lease.

The goal posts on the Glebeland do not belong to the Parish Council and should not be on the Asset Register.

4c. VILLAGE HALL

Electricity – PAT Testing and Five Year Electrical Systems Test. It was agreed that this should be done as a matter of urgency.

The Draft Risk Assessment was approved.

5. TO APPROVE THE PURCHASE OF A LAPTOP AND SCANNER FOR THE USE OF THE CLERK

The Clerk explained that she was putting in a bid under the Transparency Fund for the cost of this equipment.

Councillors approved the purchase of the laptop and scanner.

HM the Queen's Birthday Celebrations were discussed. It was agreed that these would not be combined with the Church Fete. A flyer will be distributed to all households in the Parish asking for volunteers to organise an event.

ACTION: CLERK TO DESIGN A FLYER.

ACTION: COUNCILLOR WRIGHT TO ORGANISE THE DISTRIBUTION OF THE FLYER.

The Meeting closed at 9.15 with thanks from the Chairman.

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