



**Sawley Parish Council**  
**Clerk: Miss Angelika Kaufhold, 12 Shelby Close, Lenton, Nottm NG7 2FL**  
**Tel: 07513 678753**  
**Email: clerk@sawleyparishcouncil.org.uk**

22 August 2018

You are summoned to attend an **Extra-Ordinary Meeting** of Sawley Parish Council to be held at 7.00pm on **Tuesday 28 August 2018** at New Sawley Methodist Hall.

Yours sincerely

*A Kaufhold*

Miss A Kaufhold  
Clerk to Sawley Parish Council

## **AGENDA**

### **108/18 Apologies for absence**

### **109/18 Declaration of members Interest:**

- a) members must ensure that they complete the Declaration of Members Interest sheet prior to the start of the meeting
- b) where a member indicates that they have a prejudicial interest but wish to make representation regarding the item before leaving the meeting, those representations must be under item c) of public speaking.

### **110/18 Resignation of clerk**

The parish council is asked to note that the current clerk's contract will end on 31 August 2018 and to recommend the appointment of locum clerks Kate Sharpe and Andrew Sharpe and agree the weekly hours and hourly rate.

### **111/18 Unity Bank – changes to key contact and account signatories**

The Parish Council is asked to agree the following changes to the Unity Bank account:

- (a) **Key contact** – removal of Angelika Kaufhold with effect from 31 August 2018 and the addition of Kate Sharpe/Andrew Sharpe – Locum Clerk as the key contacts for both the current and savings accounts with the authority to view the account, submit and authorise payments (VSA);

#### **Councillors:**

- (b) To remove Councillor Aram authority to view and authorise payments as an account signatory
- (c) To add Councillor Chris Corbett (new) with the authority to view the accounts and authorise payments (VA) only;
- (d) To include the current authorised signatories – Cllrs Sewell and Powell with the authority to view the accounts and authorise payments (VA) only;
- (e) That the locum clerk be authorised to finalise the Unity Trust bank forms by including minute reference numbers and submitting them

## 112/18 Dispensation for non-attendance

Parish Councillor Walton is seeking a dispensation for the next three months (Sept/Oct/Nov) as she is unable to attend due to a combination of work commitments (shift patterns) and ongoing medical issues.

## 113/18 Finance

### (a) To approve the following payments:

Cq300174 SDCVSWages for August 2018	= £ TBC
Cq300175 - Clerk Expenses – A Kaufhold	
Work from home expenses August	= £ 18.00
Mileage – Mtg with chair Tues 22/8 (12 x £0.45) (ILK/Chilwell/ Home)	= £ 5.40
Mileage – SPC 28/8 (18 x £0.45) (home/New Sawley Methodist Hall/ Home)	= £ 8.10
Purchase of 75L Smart storage box (for transfer of current folders)	= £ 16.45
<b>Total expenses</b>	<b>= £ 47.95</b>
Cq300167 – payment for testing of fault on parish laptop	= £ 30.00
Cq300168 – A Greatorex hanging baskets for Lakeside Park	= £300.00
Cq300169 – Reimbursement to Cllr Corbett for shackles for baskets	= £ 13.96
Cq300170 - Leisurelites – testing of facade/flag pole brackets	
Cq300171 - C Boyd Installation of hanging baskets	= £ 50.00
(excl VAT) issued by clerk under delegated authority	= £ 308.00
Cq300172 – Sawley Community Association – parish rooms Oct/Nov/Dec	= £ 300.00

### Locum Clerk Expenses – August

Work from home expenses	= £ TBC
Mobile phone top up August	= £ 5.00
Mileage – Mtg with chair/vicechair and clerk	= TBC
Mileage @ 0.45 per mile – for Extra-Ordinary meeting	= £ TBC
<b>Total expenses</b>	<b>= £ TBC</b>

### Approval to order:

South Notts Fabrications – new gate for Lakeside Park (ex VAT)	= £ 675.00
Leisurelites – provision of 28 x trees including installation, removal	
Fitting of lights and storage (excl VAT)	= £1,497.00
Leisurelites purchase of 28 x Christmas lights and fittings which	
Comply with H&S stds (excl VAT)	= £ 980.00

### Bank reconciliation:

To approve the 1<sup>st</sup> quarter bank reconciliation

## 114/18 Date of next meeting

The next meeting of the Parish Council will take place on **Tuesday 25 September 2018** at 7.00 pm at Sawley Memorial Hall.