**Tacolneston Parish Council**

Draft Minutes of Tacolneston Parish Council meeting as

sole trustee of the Tacolneston and Forncett Recreation Association

**held in the Village Hall at 6.30 pm on Wednesday 17th October 2018**

Present: Cllrs B Spratt (in the chair), B Cleary, B McClenning, S Manning, K Darrell

In Attendance : Clerk & RFO: Mrs HG Hammond

 2 members of the public

Absent : Cllr D Maginn

**Introduction**

The Chairman welcomed all to the meeting and thanked them for their attendance.

1. **Apologies for absence** Cllr B Gulliver and D.Cllr B Duffin **T18/023**
2. **Declarations of interest and requests for dispensations (previously notified to the clerk) from members on any items to be discussed.**

None **T18/024**

1. **To approve the minutes from the meeting of 20th June 2018**

The minutes were approved as an accurate record.

Proposed by Cllr Darrell, seconded by Cllr Cleary. All in favour **T18/025**

1. **Report from the Recreation Centre Committee**

Cllr Manning reported that the Village Hall was currently without a cleaner and relevant duties were being undertaken by herself and Cllr Gulliver.

It was agreed that an advert for a replacement cleaner should be placed on the PC Website and the Tacolneston Community Noticeboard Facebook Page, to work a minimum of 2 hours per week on a flexible basis. The hourly rate would be £8.00 (TBC).

The RC needed clarification on Roles and Responsiblities so Policies and Procedures should be discussed, agreed and put into place.

Continued good use of the hall and positive feedback for the park was reported.

The RCC would still prefer to change Banks from Unity Trust to HSBC – the Clerk will arrange this. **T18/026**

1. **Bank Accounts**
2. The Clerk reported the following balances :

Barclays Community (ending 3712) £10,223.70

Barclays Premium (ending 4289) £4,404.65

Unity Trust (ending 9882) £5,356.00

It was agreed that a cheque to be raised from the Unity Trust a/c to the value of £5330.00 (leaving a balance of £26.00 to cater for any bank charges) and deposited into the Barclays Premium a/c in order to then close the Unity Trust a/c.

**b)** As previously reported by Cllr Manning.

**c)** Cllr Manning reported a bank balance for the RCC as of 08/10/18 - £5331.00.

As the accounts were still being prepared, a statement of account for the Sole Trustee was not available at this time.

**d)** The Payment of 2 x Sutcliffe Invoices were agreed to be paid as follows :

Invoice dated 24/08/18 £8830.08 to be paid from Barclays Community a/c

Invoice dated 10/09/18 £4413.66 to be paid from Barclay Premium a/c once the funds deposited from U/Trust were cleared and available

It was agreed that the payment of £48.86 owed to Cllr Manning for materials for painting of the castle should be deferred until the next meeting.

Cllr Cleary proposed that a Petty Cash system be put in place to cater for small expenses. This was not approved. **T18/027**

1. **To agree the change of Locks to the VH**

It was agreed that this should be given immediate attention and the Clerk to provide 2 x quotes for a Digital Lock. **T18/028**

1. **To discuss Title of Land to be changed with Land Registry**

It was discussed and agreed that the Working Group should look into this together with the Constitution and both issues to be included on the Agenda for the next meeting. This was proposed by Cllr Darrell and seconded by Cllr Manning. All in favour.

The Clerk to contact DC B Duffin for the CAN report **T18/029**

1. **Financial Roles and Responsibilities of the Sole Trustee to be agreed**

It was discussed and agreed that this would be looked into by the Working Party.

Cllr McClenning proposed that a set of guidelines and responsibilites be formulated to enable the RCC to work compliantly as a group to the best interest of all concerned. This was seconded by Cllr Manning. All in favour. **T18/030**

1. **Discuss and agree the Insurance Policy Renewal with Zurich**

The Clerk reported that the Insurance was not actually up for renewal as the current Policy was a 5 year plan and was still in it’s 1st year.

The Clerk expressed concerns as to why there were 2 x Insurance Policies and suggested that both policies were investigated to ascertain the reasoning for both. This would be looked into by the Working Party. **T18/031**

1. **Confirm the next meeting scheduled for 7pm 20th February 2019**

This date was agreed with Agenda Items to include :

Village Hall main front door

The transfer of all land and buildings to the Official Custodian for Charities Landholding Services. **T18/032**

The Chairman expressed his gratitude on behalf of the Council to the working groups, committee’s and in particular thanks to Hayley for all her hard work in ensuring the efficient running of the VH.

**Meeting closed at 7.26pm**