



The Parish Office
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TO ALL MEMBERS OF ASFORDBY PARISH COUNCIL

You are summoned to attend a Meeting of Asfordby Parish Council

To be held in the Parish Office on Thursday 15th August 2024 at 7.00pm to transact the business as set out below.

The meeting is open to members of the public (including the press), but is not a public meeting. Access to the public from 6.50pm.

Helen Callaghan - Parish Administration Manager, 9th August 2024

The law allows for members of the public to record a Council meeting, those wishing to do so must declare that they intend doing so in advance, so that other members of the public who do not wish to be recorded are aware.

- **Statutory advice, in the event of an emergency.**

AGENDA

Members: Chair R De Burle, Deputy Chair J Whitehead, Cllr P Lamb, Cllr K De Burle, Cllr S Pitt Miller.

- **All meetings will be recorded for the purpose of accuracy and clarity.**
- 1. To Receive Apologies of Absence.**
 - 2. Member Declaration of Interests.**
 - Members reminded to ensure their Registration of Disclosable Pecuniary Interests are up to date.
 - 3. Approval of Minutes.**

Annual meeting minutes for Tuesday 28th May 2024.
Extraordinary meeting minutes for Thursday 27th June 2024.
 - 4. Questions received from Parishioners in writing.**

The Chairman will acknowledge receipt, and pass to Council for future consideration unless included elsewhere in the agenda.

5. Public Forum.

The Chairman will receive verbal representations from the attending public on any matter included in the meeting agenda. Members of the public are not permitted to participate in meeting debates.

(Standing order rule 3k applies maximum individual submission 3 mins)

6. Chairman's report.

7. Financial Matters.

- a. To receive the Parish Financial 1st Quarter expenditure against budget statement.
 - Members to note and approve publication.
 - b. To receive, consider and sign the 1 Quarter Bank Reconciliation.
 - c. To approve and sign May 2024 list of payments number 2 value £20,148.51
 - d. To approve and sign June 2024 list of payments number 3 value £24,499.50
 - e. To approve and sign July 2024 list of payments number 4 value £13,335.08
- Members to note May/June/July list of payments received Cemetery/Hall/Allotments.
(Member circulation only).

8. Administration Matters.

- a. To consider and approve adding Cllr Sam Pitt Miller as a signatory on the Council HSBC, Melton Building Society and Cambridge Building Society bank accounts.
- b. To discuss and consider opening a Local Council Easy Access Deposit account with the Hinckley & Rugby Building Society.
- c. To confirm action required following the approval to adopt the Internal Auditor's recommendations action for 2023-2024.

9. Staff Member booking application.

To discuss and consider a staff member hall booking application.

10. Request for Brownie Macmillan coffee morning.

Members to consider the proposal.

11. Allotment Tenancy.

- a. Members to consider relaxing the rules to include the Melton Area.
- b. Members to consider a trial of reducing the size of the untenanted allotments.

12. Parish Council Website.

Following the resolution at meeting 08.02.24/9 to move the council website to Market-u providing it would meet council requirements, council have not received the information that requirements would be met. Council to discuss and approve to remain with Cuttlefish, the parent company of 2 Commune who have been maintaining the website since 2 Commune ceased to trade on 31st March 2024.

13. Leicestershire County Council Snow Warden Scheme.

LCC are looking for Parish and Town Councils to participate in the Snow Warden Scheme. LCC will agree with the Parish Council a schedule of footpaths that would be treated. The snow warden will undertake the relevant training provided by LCC. LCC will provide the necessary equipment to the Parish Council.
Members to discuss.

14. Cemetery Extension.

Issues with contracted consultant.
Council to receive a report and consider what action to take.

15. To Receive any submissions from the public on any urgent and important Parish matter not including in the agenda.

(Standing order rule 3k applies maximum individual submission 3 mins)

16. Proposal to move to a Closed Session as required by law to discuss matters relating to staffing matters.

Positions Vacant – RFO.

To discuss terms and conditions of contact and salary for the position.

Meeting Close / Next meeting TBA