



The Parish Office
24 Main Street Asfordby
Melton Mowbray Leicestershire LE14 3SA
Telephone: 01664 812177
Website: www.asfordbyparishcouncil.gov.uk
General: administration@asfordbyparishcouncil.gov.uk
Bookings: facilities@asfordbyparishcouncil.gov.uk

12th July 2023

To Councillors:

R. de Burle Chairman

P. Lamb Deputy Chairman

J. Whitehead

K. De Burle

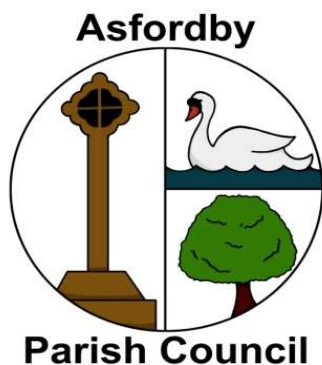
Dear Councillors,

You are summoned to attend an ordinary meeting of Asfordby Parish Council, to be held at The Parish Office, 24 Main Street, Asfordby, on Wednesday 19th 2023 at 19.00 hrs.

Yours Sincerely

Helen Callaghan

Parish Administration Manager



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Meeting of Asfordby Parish Council

To be held at 7.00pm in the Parish Office On Wednesday 19th July 2023

Access to the public from 6.50pm

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.

Main Agenda

Members: Chair R De Burle, Deputy Chair P Lamb, Cllr J Whitehead, Cllr K De Burle,

All meetings will be recorded for the purpose of accuracy and clarity.

1. To Receive Apologies of Absence.

2. Member Declaration of Interests.

3. Approval of Minutes.

Meeting minutes of the Annual Parish Council Meeting Wednesday 17th May 2023.

Meeting minutes of the Extraordinary Meeting Wednesday 7th June 2023.

4. Chairman's report.

Verbal report

- a. Annual Parish Audit
- b. Allotments realignment / Number changing
- c. Work to open Cemetery Extension.
- d. Our new Caretaker / Handyman has completed the ROSPA play area inspection training.

5. Public Forum (maximum individual 3 mins) (Standing order rule 3k)

To respond to written questions, unless included elsewhere in the agenda.

To receive any verbal contributions offered by members of the public in relation to tonight's agenda.

6. Matters Arising (Verbal Report)

1. Update on parking Bradgate Lane.

7. Asfordby Neighbourhood Plan (NHP). (Verbal Update)

8. To approve and adopt Council policies.

It is a requirement that Councils establish and work to clear operating policies which have first been approved by the Council. Amended from time to time and recorded in the minutes prior to their publication.

Members are required to approve policies

Amendments have been made to the following policies which members are asked to read prior to attending the meeting.

A copy of each document is attached.

- a. The Complaints Policy.

Moved	Seconded	Discuss	Member vote
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- b. Financial Regulations as amended and highlighted.

Move to approve adoption of a change to payroll policy item 7.

Moved	Seconded	Discuss	Member vote
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- c. Review and adoption of Standing Orders.

Moved	Seconded	Discuss	Member vote
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9. Registration of the parish defibrillator with 'The Circuit'

The British Heart Foundation, in partnership with the Resuscitation Council UK, The Association of Ambulance Chief Executives and the National Health Service have set up The Circuit, to enable emergency services to locate the nearest external defibrillator in any area.

Members are asked to approve a proposal for the registration of the parish defibrillator with 'The Circuit'.

Moved	Seconded	Discuss	Member vote
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10. Riverside Gardens Christmas Tree

Members to consider the purchase of a Pre wired and lit Christmas tree for the village centre and approve expenditure. documents attached.

11. Financial Matters.

To approve list of payments made.:

- a. May 2023 list of payments no 2 value £30,528.93

Moved Seconded Member vote

June 2023 list of payments no 3 value £10,489.63

Moved Seconded Member vote

- b. Members to note May & June List of receipts received Cemetery/Hall/Allotments.

Member circulation only.

- c. Mark 1 IT Computer services Payment.

Members to consider a proposal to Move Mark1 IT monthly invoice payment from cheque to direct debit. To facilitate a reduction in cheques issued and associated cost. This will not include purchase of capital equipment.

Moved Seconded Discuss Member vote

12. Administration Matters.

- a. Members to consider and approve the enrolment of our Administration Manager on to the SLCC Cilca portfolio course at a cost of £450.00

Moved Seconded Discuss Member vote

- b. To approve the model and style of street cleaning equipment to be purchased at such a time as is appropriate.

Single barrow Double barrow

- Provider A. Has quoted £429.99 + vat Plus £60.00 delivery £564.99 Plus £54.00 delivery
- Provider B. Has quoted £375.00 + vat Inc delivery £438.95 Inc delivery
- Provider C. Has quoted £979.83 + vat Inc delivery £1121.74 Inc delivery

Moved Seconded Discuss Member vote

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

Moved Seconded Member vote

- a. To discuss the employment of Street Cleaning Operatives / Responsibilities
- b. To approve minor amendments to employee contracts as advised as necessary by our HR consultants
- c. Operational responsibilities / Matters

Meeting Close / Next meeting TBA.