

**MINUTES OF THE WOODHALL SPA PARISH COUNCIL MEETING HELD ON TUESDAY 18 APRIL 2023 AT 7.00PM AT THE COUNCIL OFFICE.**

**Public Forum**

No members of the public were in attendance.

**In Attendance**

Councillors R Brown Chairman, J Sanderson, A Gammage, R Williams, and David Kisubika.

Also present:  
Joann Greer, Clerk

**FC/1/4/23 Comments from the Chairman**

Councillor Brown thanked all who attended the meeting.

**FC/2/4/23 Apologies for absence with reason given**

Apologies were noted and accepted from Councillors Cooke, Shaw and Etches.

**FC/3/4/23 Declaration of Members' interests in accordance with the Localism Act 2011**

**(Disclosure by all members present of disclosable pecuniary interests in matters on the agenda that have not already been declared on their Declarations of Interests form or put in writing to the Monitoring Officer at East Lindsey District Council)**

No declarations were made.

**FC/4/4/22 To consider requests from members for a dispensation on any items on the agenda (In accordance with the Localism Act 2011 the Parish Council has the authority to grant any members present a dispensation on their disclosable pecuniary interest so that they may take place in the debate and vote)**

No dispensation requests were made.

**FC/5/4/23 To receive the draft notes to be approved as the minutes, Full Council Meeting Tuesday 21 March 2023**

It was proposed, seconded, and unanimously resolved to accept the notes as a true record of the meeting.

**FC/6/4/23 To receive a report from Lincolnshire County Council & East Lindsey District Council**

No representation from County or District Council.

## FC/7/4/23 Financial Matters

### a) To approve automated, retrospective, and future payments to be made

Person/Company to be paid	Invoice No.	Details	Amount £
Lalc	24/001	Annual Membership	781.49
Lalc	24/002	Training Package	186.00
Scribe	24/003	Annual Accounts Package	673.92
ELDC	24/004	Kirkby Lane Cemetery Business Rates	615.65
ISIS	24/005	Chancel Repair Liability Insurance	46.00
Greer/Handley/HMRC/Pension	24/006	Payroll	3482.11
R G Hygiene	24/007	Office Cleaning	27.60
Cllr Shaw	24/008	Coronation Equipment	275.06
Opus	24/009	Office Gas	289.97
British Gas	24/010	ATM Electricity	145.47
SSE	24/011	Office Electricity	127.52
Stephen Long	24/012	St Andrews/Chapmans/Office Frontage	480.00
Welton Garden Services	24/013	Cemetery/St Andrews/Fallen Tree/Conifers all debris removed	1962.00
J Greer	24/014	Community Litter Picking Equipment	22.94
SLCC	24/015	Annual Membership of SLCC J Greer	279.00
Sprint Signs	24/016	APM Banner	48.00
Payroo	24/017	Accounting Software Licence	6.00
ICCM	24/018	Annual Membership	95.00
JPWS	24/019	Tree for Arboretum	114.49
Tony Gibbons	24/020	Village Maintenance/Grave Marking	580.00
Michael Czajkowski	24/021	Interim Payment for Signs	3000.00

It was proposed, seconded, and unanimously resolved to approve the payment list.

### b) To note the bank reconciliation

Bank reconciliation as of 31/03/2023 of £106620.28 was noted.

### c) To assign the internal auditor

Sarah Nash from Taxing Times was assigned as the internal auditor.

## FC/8/4/23 To receive an update of the Asset Transfer

No further information was available regarding the transfer.

## FC/9/4/23 To consider the tenders for Royal Square 3-year garden / maintenance contract and resolve contractor for the position

Council agreed to consider the two tenders provided. Details had been made available via social media, notice board, Wapentake, and web site however only 2 people applied. Council considered the efforts made to advertise the opportunity and satisfied themselves the contract had been widely circulated.

It was proposed, seconded, and unanimously resolved to award the contract to Tony Gibbons & partner once the asset is transferred.

**FC10/4/23 To consider the Rally Field draft agreement between WSPC and JPWS resolution to adopt**

It was proposed, seconded, and unanimously resolved to work with the draft details in the proposed agreement.

**FC/11/4/23 To note the Parish Council election results and the General Power of Competence Status assigned to the Council from May 2023**

The Parish Council elections were uncontested, therefore all who were nominated were elected.

As 8 Councillors are elected, and the Clerk is CiLCA qualified WSPC now hold the position of Parish Council with the General Power of Competence.

**FC/12/4/23 To review the Annual Parish Meeting event, held on April 14, comments on what worked/didn't work**

Councillors felt the format worked well, and the opportunity for residents to write their questions down for further review was productive. Councillor Brown is to form a table of questions for consideration at the next Council meeting.

It was suggested to have a Councillor at each desk to answer questions as well as on the floor.

**FC/13/4/23 To resolve to move into closed session to consider and resolve staffing matters.**

It was proposed, seconded, and unanimously resolved to move into closed session to discuss staffing matters.

It was resolved to award the assistant clerk full pay for 4 months whilst absent, with a review in July 2023.

It was resolved to cover a maximum of 6 additional hours per week for the Clerk when required during the assistant's absence.

Both Committee Meetings would be included in the Full Council Meeting, therefore holding one public meeting per month until staffing levels return to normal.

The Chairman closed the meeting at 7.50pm