

IRBY UPON HUMBER PARISH COUNCIL

Minutes of the meeting of Irby upon Humber Parish Council held on Thursday 24 August 2023 at St Andrews Church Hall, Irby upon Humber, DN37.

The meeting started at 7pm and closed at 8:47pm.

Councillors present:

- Councillor Dee (Elected Chair during the meeting)
- Councillor Cleve
- Councillor Rooke (Elected Vice-Chair during the meeting)

Others present:

- Tom Clay, Executive Officer of ERNLLCA. Acted as the note taker.

Minutes

IPC1 To elect a Chair of the Council

Proposer: Cllr Rooke

Seconder: Cllr Cleve

Resolved: That Cllr Dee be elected as Chair of the Parish Council.

IPC2 To consider the election of a Vice-Chair of the Council

Proposer: Cllr Cleve

Seconder: Cllr Dee

Resolved: That Cllr Rooke be elected as Vice-Chair of the Parish Council.

IPC3 Delivery by the Chair of the Council and Members of the Council of their acceptance of office

Members to note the requirement to complete an Election Expenses and Register of Interest forms following their election

Members delivered their acceptance of office and noted the requirement to complete election expenses and Register of Interest forms.

IPC4 To note the absence of Members of the Council

Council noted the absence of Cllr Moody.

IPC5 To receive declarations of Disclosable Pecuniary Interests and Personal or Personal and Prejudicial interests

No declarations of interests were made.

IPC6 To adopt Standing Orders

Proposer: Cllr Rooke

Seconder: Cllr Cleeve

Resolved: That Council adopt the Standing Orders and review the document again in May 2024.

IPC7 To adopt Financial Regulations

Councillors confirmed the number of signatories required on the bank mandate. The draft was altered accordingly along with some small typos.

Proposer: Cllr Dee

Seconder: Cllr Cleeve

Resolved: That Council adopt the Financial Regulations and review the document again in May 2024.

IPC8 To adopt a Code of Conduct

Proposer: Cllr Cleve

Seconder: Cllr Rooke

Resolved: That Council adopt the Code of Conduct and review the document again in May 2024.

IPC9 To consider a report relating to the audit and financial matters including expenditure

Proposer: Cllr Rooke

Seconder: Cllr Cleve

Resolved: It was resolved that the Council

- Noted the matters relating to the Precept and the Public Interest Reports and would take appropriate action as soon as possible;
- Noted the arrangements for the audits of 2022/23 and 2023/24;
- Approved payment of £1,152.00 to SAAA to cover outstanding debts;
- Appointed Mr Brian Brooks as the Parish Council's Internal Auditor, and;
- Agreed membership of ERNLLCA to 1 April 2025 at a cost of £299.53.

IPC10 To consider arrangements for the recruitment and appointment of a Clerk

Proposer: Cllr Cleve

Seconder: Cllr Rooke

Resolved: In accordance with the Local Government Act 1972 Section 112(5) an unpaid temporary office of Clerk (including the role of Proper officer and RFO) be created and that Cllr John Dee be appointed to it until a permanent Clerk is secured.

It was further resolved that consideration of the appointment of a permanent and paid office of Clerk (including the roles of Proper Officer and RFO) be deferred until the next meeting of Council.

IPC11 To determine the provisional time and place of ordinary meetings of the Council

Council noted the following list of items of business, which is not exhaustive, will need to be considered at a future meeting of the Council:

- i. Review of inventory of land and other assets including buildings and office equipment;
- ii. Confirmation of arrangements for insurance cover;
- iii. Review and adoption of other policies and procedures, and;
- iv. Budget and budget monitoring.

Proposer: Cllr Dee

Seconder: Cllr Rooke

Resolved: That Council provisional set the time of the time and date of the next meeting to be 7:30pm on Thursday 14 September 2023. The meeting venue will be St Andrews Church Hall, Irby upon Humber.