

IRBY PARISH COUNCIL
MINUTES of an ORDINARY MEETING HELD at ST ANDREWS CHURCH HALL
On THURSDAY 14th SEPTEMBER 2023 at 19.30

Councillors: J Dee (Chairman), M Moody and N Cleve
Also, in attendance: V Haines
Members of the public: 0

Public Participation – No members present

2309/1 **Appointment of Locum Clerk**

Proposed: Cllr Dee, Seconded: Cllr Moody

Resolved: That the council unanimously resolved to appoint Vicky Haines as the Locum Clerk for Irby Parish Council

2309/2 **Apologies**

Apologies were received and approved from Cllr E Rooke

2309/3 **Declarations of interests / dispensations**

No declarations of interest and no dispensations received

2309/4 **Minute approval**

Proposed: Cllr Dee, Seconded: Cllr Cleve

Resolved: That the council resolved unanimously to approve the minutes from the ordinary meeting of the council that took place 24th August 2023

2309/5 **Member Co-option**

Proposed: Cllr Dee, Seconded: Cllr Cleve

Resolved: That the council resolved unanimously to co-opt Dorothy Fuller as a member of Irby Parish Council

2309/6 **Remaining completed required documentation**

Cllr Moody attended the meeting and signed the 'Acceptance of Office' prior to the meeting starting. Register of interest's form given to the councillor to complete away from the meeting

2309/7 **Bank Account**

The Locum Clerk updated the council regarding the parish councils bank account and the 'board of resolution' document was signed by the Locum Clerk and witnessed by Nicholas Cleve.

2309/8 **Councils Laptop**

Proposed: Cllr Dee, Seconded: Cllr Moody

Resolved: That the council resolved unanimously to purchase a parish council laptop for approximately £300.00. Cllr Dee to purchase the laptop and to be reimbursed when the bank account can be accessed

2309/9 **Website**

Proposed: Cllr Dee, Seconded: Cllr Moody

Resolved: That the council resolved unanimously to remain with 'Yello' as the website host and that all 3 invoices are to be paid when the bank account can be accessed

2309/10 **Insurance**

Proposed: Cllr Dee, Seconded: Cllr Moody

Resolved: That the council resolved unanimously for the Locum Clerk to contact BHIB for an insurance quote and the councillors are to inform the Locum Clerk of all council assets

2309/11 **Internal Auditor**

That the council confirmed that Brian Brooks was appointed the auditor for the current financial year at the August full council meeting

2309/12 **Funds**

Proposed: Cllr Dee, Seconded: Cllr Moody

Resolved: That the council resolved unanimously to request that the historical funds that are currently being held by North East Lincolnshire Council are transferred to the parish councils bank account

2309/13 **Pond Maintenance**

Proposed: Cllr Dee, Seconded: Cllr Moody

Resolved: That the council resolved unanimously for the pond maintenance to take place Sunday 29th October 2023 and the details to be circulated via the community WhatsApp group and a poster which is to be produced by Cllr Dee

2309/14 **Telephone Box**

Cllr Dee agreed to liaise with all parties involved to organise the re-painting of the telephone box

2309/14 **General correspondence** - None received

2309/15 **Agenda for next and future meetings**

- Fly tipping
- Insurance
- Asset Register
- Future communication
- Update on the councils bank account

2309/16 **Date of next meeting**

Thursday 19th October 2023, St Andrews Church Hall @ 19:30

Meeting Closed: 20:19