



**Stainland and District Parish Council
1st Extraordinary Meeting
Minutes
Wednesday 25th July 2018 at 3.00pm at Stainland
Library**

Item	
18.Ex1,1	<p>Attendance: Cllr Crossley, Cllr Hodgkinson, Cllr Redford, Cllr James</p> <p>Apologies: Cllr Fieldhouse, Cllr Mattei, Cllr Halliday – apologies accepted. No apologies received from: Cllr Bellenger, Cllr Chapman</p>
18.Ex1,2	<p>To receive Parish Councillors’ declarations of interest None stated.</p>
18.Ex1,3	<p>To Authorise the following transactions</p> <ul style="list-style-type: none"> a) Payment of the clerk for contracted hours worked from 11th July up to and including 24th July 2018 b) Payment of the clerk for additional hours worked from 11th July up to and including 24th July 2018 <p>It was resolved that the payments would be made that day by BACS. It was resolved that a maximum of 6 hours extra per week was authorised for the clerk for next 4 weeks, to be reviewed at that time. Jill advised she has been keeping a log of what she has been doing in the hours so the extra time can be justified if necessary.</p>
18.Ex1,4	<p>To authorise the direct debit payment for the supply of the clerk’s mobile phone £17.50 per month. This was resolved and will be to SKY.</p>
18.Ex1,5	<p>To authorise payment of £18 to YCLA for the clerk to attend new clerks training course on 22nd August 2018. This was resolved and the booking will now be formalised.</p>
18.Ex1,6	<p>To authorise payment of invoice for supply of stationary items if invoice has been received in time for meeting. Jill had not placed the order without authorisation from the Parish Council. It will be approximately £315.00 inc VAT. Plus £9.99 for a laptop case & £2.49 for a phone case from a different source. It was suggested that non branded cartridges were purchased but agreed confirmation needed of any maintenance policy etc.</p>
18.Ex1,7	<p>To authorise the SLCC Membership for the clerk. This was resolved – it will be £92.00 in total made up of £84.00 membership plus £8.00 joining fee.</p>