

**Kirby Misperton Parish Council**

**Clerk: Cllr Helen Brotherton**

**Chestnut House, Main Street, Kirby Misperton YO17 6XL**

**Tel: 01653 669902 / 07485 010305 Email: [KMParishClerk@finewineworks.com](mailto:KMParishClerk@finewineworks.com)**

Dear Councillor

4<sup>th</sup> March 2021

You are summoned to attend the next meeting of Kirby Misperton Parish Council, to be held on WEDNESDAY, 10<sup>TH</sup> MARCH 2021 at 7.00pm via Microsoft Teams as detailed below:

Cllr. Helen Brotherton  
(Clerk)

Meeting information: this meeting will be hosted by Cllr Helen Brotherton on Microsoft Teams. Those attending will be required to register. The registration information will be deleted within 24 hours of the end of the meeting to conform with GDPR guidelines. Please note: this meeting will be recorded, and recordings will be retained for 3 months to ensure that malicious interference can be protected. Please ensure that vulnerable adults who join the meeting do have the permission of their guardian. The recording will not be published but may be subject to FOI or SAR request.

To access the meeting, please enter on your browser: <https://tinyurl.com/KMPC10-03-21>

You will then be granted entry. We recommend entering a few minutes prior to the start of the meeting.

## **AGENDA**

1. To receive apologies for absence
  - 1.1. To approve reasons for absence given by Councillors
2. To receive any declarations of interest in items on the Agenda
3. To confirm the Minutes of the meeting held on 20<sup>th</sup> January 2021, as a true and correct record.
4. To receive information on the following ongoing issues (matters arising) and decide further action where necessary.
  - 4.1. Parish Clerk – update on handover of documents, and missing items, from the ex-Clerk
  - 4.2. Defibrillator funds – see Financial matters.
  - 4.3. Village website sub-committee – progress report (Cllr Winter)
  - 4.4. Council lap-top purchase from ringfenced funds and other IT requirements (USB Memory sticks)
  - 4.5. War Memorial and Roundabout update (Cllr Brotherton)

5. Matters arising from the previous Minutes where not covered elsewhere on this Agenda
6. Appointment of Parish Clerk
  - 6.1. To review and agree wording of Volunteer Worker Agreement (attachment Ref: Minute 4. 20.01.21) and sign off.
7. Financial matters:
  - 7.1. To approve the payment of top-up rock salt for the two PC owned Salt Bins (Highways Act 1980)
  - 7.2. To review the quotations received for the grass-cutting of the enclosed Churchyard at St Laurence's (LGA 1972, S215)
  - 7.3. To consider Delegation of Emergency Spending Powers to Clerk & RFO (up to a set limit) and amend KMPC Financial Regulations accordingly
  - 7.4. To consider a General Training Budget
  - 7.5. To review the options for changing bank to facilitate online banking
  - 7.6. To review the new RFO's Internal Control procedures prior to Independent Internal Auditing by the YLCA, including Bank Reconciliation, Cheque Authorisation & Supporting Financial documents for expenditure.
    - 7.6.1. To appoint YLCA for Internal Audit for 2020/21
  - 7.7. To approve the immediate final payment of £392.68 of ringfenced defibrillator funds to the Village Hall (Public Health Act 1936, S234) to contribute to maintenance and CPR / Defib training for the public. *Noted no requirement to utilise LGA 1972 Section 137 for this purpose.*
8. Budget 2021 / 22 – update (Clerk & RFO)
9. Matters requested by Councillors:
  - 9.1. To receive an update on the current situation with KMS and Third Energy (Cllr Cray)
  - 9.2. To discuss any impact of likely Local Government restructuring and Ryedale DC. (Cllr Winter)
  - 9.3. To discuss ideas for Community Activity for Summer 2021 post Lockdown (Cllr Brotherton)
  - 9.4. Update on Highways NYCC and pavement and other issues – Parish Portal (Cllr Booth)

10. Future KMPC meetings:

10.1. To agree a Calendar of PC meeting dates for the next 6 months, where possible to include the legal requirement of an Annual Meeting in May.

10.2. To review the return of physical meetings to the Village Hall and the need for additional Covid Risk Assessments

11. To notify the Clerk of matters for inclusion on the agenda of the next meeting.

12. To confirm the date of the next meeting.