**Minutes of Meeting**

| **Subject:** | | **Elmley Lovett Parish Council Meeting** | | | |
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| **Location:** | | **Cutnall Green & District Memorial Hall** | | | |
| **Date and time:** | | **Held on 11th June 2013 at 19.30 hours** | | | |
| **Present:** | | J Homer (JH)  J Bache (JB)  County Councillor M Broomfield  District Councillor A Miller  **THE MEETING WAS NOT QUORATE THEREFORE DECISIONS WERE LIMITED TO MATTERS ALREADY CONSULTED ON BY EMAIL** | Chairman of meeting | | |
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| **Apologies:** | | A Aston (AA)  A Barlow (AB)  L Brookes (LB)  N Cutler (NC)  A Maiden (AM) |  | | |
| **Distribution** | | Parish Councillors  District Councillors  County Councillor  Parish notice board | (The Clerk was asked to ensure that in future an agenda is distributed to Mr A Fisher) | | |
| **Date issued:** | | 2nd July 2013 | | | |
| **Item** |  | | | **Action** |
|  | **Declarations of interests**  Mr Aston and Mrs Bache are members of the Memorial Hall Committee. Mr Homer is a member of the Elmley Lovett Parochial Church Council. Mrs Brookes is a member of Hartlebury Parish Council. | | |  |
|  | **Insurance cover**  NC policy review note was distributed to all parish councillors prior to the meeting. District Councillor A Miller advised that, to his knowledge, only Salwarpe Parish Council has a claim history and it was covered by their insurance. The policy is negotiated nationally by the NALC and cover should be sufficient. | | |  |
| 3. | **Football club**  There is no appetite for formalising the agreement regarding the use of the playing field however the parish council should obtain a copy of their insurance cover note.  JB contacted B Brown, he has agreed to the school using the pitch for parking for their event and he is also happy for children to play on the field however he decided against erecting junior goal posts because they could be unsafe when used by the wrong age group. | | | **JB – contact B Brown** |
| 4. | **Financial regulations** | | |  |
|  | AA email recommendation regarding back-up of computer records was distributed to all parish councillors prior to the meeting. Procedure agreed and ST instructed to purchase storage devices. | | | ST – purchase USB sticks |
| 5. | **Register of members’ interests**  Parish Councillors must complete and submit their form to Kim Paul, Wychavon District Council, as a matter of urgency. The register will be published on the District Council website as a link to the Parish Council page. | | |  |
| 6. | **Police report**  Andrea Lesley’s report was distributed to all present, there were no matters of significance to note. | | |  |
| 7. | **Next meeting**  Tuesday 9th July 2013 at 19.30 hours at Cutnall Green & District Memorial Hall. | | |  |
| 8. | **Meeting closed**  20.00 hours. | | |  |