

Knightswick and Doddenham Parish Council

Minutes of the meeting of the Parish Council on Monday 20th March 2023 at 19:00 hrs. at the Talbot Hotel, Knightswick.

Present;

Chair, Ms G Evans

Cllrs: Ms M Horton, F Budden, M J C Bellamy, D Steel.

G M Brewin (Clerk) R Timney (Clerk – from 1/5/23)

Visitors: D.Cllr Ms B Jones-Williams.

Public Question Time prior to the formal meeting;

None

Formal Agenda – The meeting commenced at 19:00hrs

1.

Apologies for absence and members' declarations of interest

All members were present. There were no declaration of interests in agenda items

2.

a) Confirm the minutes of the Meeting of the Council on 16th January 2023 (circulated in advance)

These were agreed and signed by the Chair.

b) Confirm the minutes of the Meeting of the Council on 13th March 2023 (circulated in advance)

These were agreed and signed by the Chair.

3.

Appointment of the new Clerk to the Council and RFO.

a) Complete the acceptance of appointment documentation for Mr R Timney

Mr Timney signed his formal acceptance of Clerk to the Council from 1/5/23. *see appendix -a*

Additionally the council agreed that Mr Timney should be paid for the preceding month to enable time to take over the council's documents, procedures etc for the clerk.

Also that Mr Timney could claim £16.00 each month as 'home office expenses'.

b) Confirm the Clerk's Job Description – (circulated in advance)

Confirmed and signed by Mr R Timney *see appendix -b*

c) Confirm the RFO's Job Description – (circulated in advance)

Confirmed and signed by Mr R Timney *see appendix -c*

d) Authorise Mr R Timney to have full access to the council's bank account, Agreed.

e) Authorise Mr R Timney to have full access to HMRC employment details and access to the council's HMRC accounts. Agreed

4.

Financial Matters

a) Note the following payments made as delegated actions since the last meeting:

13/01/23 R A Wilks Parish Lengthsman Exp £120.00 Noted

02/3/23 R A Wilks Parish Lengthsman Exp £210.00 Noted

b) Note the council's bank balance is £17395.91 at 28/2/23 (Inc £13.575 Village Hall Charity) Noted

d) Confirm the council's external auditor for the year 2022-3 as Duffy Regan Accountants Worcester. Agreed

5.

Planning Matters

a) Note the clerk's delegated response to;

Application No. M/23/00105/HP. Location: Suckley Station House, Suckley Road, Demolition of conservatory and construction of single storey swimming pool annexe 'This council has no objections to this application.' Noted

b) Respond to:

Application No. M/22/01857/FUL. Location: The Stables, Bannersbrook Farm, Darbys Green

Two redundant and metal clad barns to be rebuilt to provide residential accommodation for the applicant's family and letting.

After a discussion it was agreed that the council had no objection to this application.

6.

Clerk to report.

Correspondence, Lengthsman, Outstanding items.

There were no outstanding items. The clerk gave a brief description of the hand-over to the new clerk which would be completed by the end of April. In that time he would complete the end-of-year accounts which would be available for the council's approval at the May annual meeting of the council.

7.

Items for the next meeting

This will be the Annual Meeting of the Parish Council for which the agenda is prescribed.
It will be preceded by the Annual Parish Meeting at 19:00. the Agenda for which will be viz;

1. *Welcome and Annual Report by the Chair of the Parish Council*
2. *Reports: County and District Councillors*
3. *Annual Statement of Accounts of the Parish Council*
4. *Parish Charities*

8.

Confirm the date of the next meeting: Monday 22nd May 2023 – agreed.

(Note – this will be the first annual meeting of the new council)

The meeting closed at 19:23

Minutes confirmed

The Parish of Knightwick and Doddenham

Clerk to the Council;
Geoffrey M Brewin, Whistlewood House, Lulsley, Knightwick, Worcester. WR6 5QT

Date: 13/3/2023

Mr Richard Timney
198 West Malvern Road,
Malvern, Worcs, WR14 4AZ.

Dear Mr Timney

Clerk to Knightwick and Doddenham Parish Council

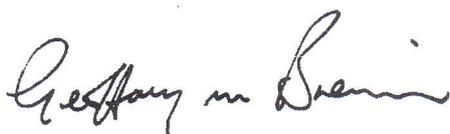
Thank you for attending for interview on 13/3/2023. I am pleased to offer you the position of Clerk to the Council subject to obtaining satisfactory references.

Your employment will commence on 1/4/2023 and there will be a six-month probationary period.

Your duties and responsibilities will be as in the job description supplied to you and your salary will be £12.97/hr for 242hrs/yr (NALC SCP 13). Other conditions of employment are as set out in the NALC model contract.

Please let me have your acceptance of this offer by signing below.

Yours sincerely



Name Geoffrey M Brewin

Clerk to Knightwick and Doddenham Parish Council

Cc Cllr G Evans Chairman

I am pleased to accept the offer of the position of parish clerk on the terms and conditions set out above.

Signed 

Date 20 March 2023



Knightwick and Doddenham Parish Council

CLERK TO THE COUNCIL

Overall Responsibilities

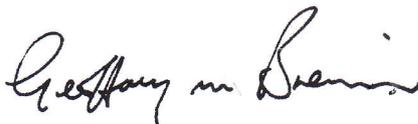
The clerk to the council/town clerk will be the proper officer of the council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's proper officer. The clerk will be totally responsible for ensuring that the instructions of the council in connection with its function as a local authority are carried out. The clerk is expected to advise the council on, and assist in the formation of, overall policies to be followed in respect of the authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the council for the effective management of all its resources and will report to them as and when required. The clerk will be the responsible financial officer and responsible for all financial records of the council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the council are observed.
2. To monitor and balance the council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the council's obligations for risk assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the council and committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the council and all meetings of its committees and sub-committees.
6. To receive correspondence and documents on behalf of the council and to deal with the correspondence or documents or bring such items to the attention of the council. To issue correspondence as a result of instructions of, or the known policy of the council.
7. To receive and report on invoices for goods and services to be paid for by the council and to ensure such accounts are met. To issue invoices on behalf of the council for goods and services and to ensure payment is received.

A handwritten signature in blue ink, appearing to be 'A. J. ...', located in the bottom right corner of the page.

8. To study reports and other data on activities of the council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the council.
9. To draw up both on his/her own initiative and as a result of suggestions by councillors proposals for consideration by the council and to advise on practicability and likely effects of specific courses of action.
10. To supervise any other members of staff as their line manager in keeping with the policies of the council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the council as required.
13. To issue notices and prepare agendas and minutes for the parish meeting; to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies that are agreed by the council.
14. To prepare, in consultation with the chairman, press releases about the activities of, or decisions of, the council.
15. To attend training courses or seminars on the work and role of the clerk as required by the council.
16. To work towards the achievement of the status of qualified clerk as a minimum requirement for effectiveness in the position of clerk to the council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the council: Suggested is membership of your professional body The Society of Local Council Clerks.
18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the council as required.



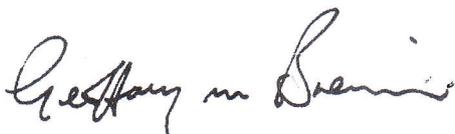
Clerk to the Council 15/3/2023

Knightswick and Doddenham Parish Council

Responsible Finance Officer

A responsible finance officer (RFO) must be appointed by each local council in accordance with Local Government Act 1972 section 151.

1. To prepare financial reports of the council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
2. To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
3. To submit the precept to the district council/unitary authority at the correct date and to provide any figures required for inclusion in the council tax bill information as required by statute.
4. To bank regularly (daily if necessary) all money received by the council.
5. To ensure that all money due to the council is billed and collected promptly.
6. To identify the duties of all officers dealing with financial matters and to ensure, wherever possible, the segregation of duties of officers, thus facilitating as much internal control as possible. If officers are not appropriate for such internal controls then to involve members in the internal control systems wherever possible.
7. To manage the cash flow and to control investments and bank transfers.
8. To control payments made by cheque.
9. To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for income tax, national insurance and pension fund or superannuation fund contributions.
10. To take overall responsibility for the prompt submission of VAT return forms or repayment claims.
11. To verify, analyse for accounts purposes, and to authorise suppliers' invoices for recommendation for payment.
12. To prepare financial statements for each financial year for councillors and the public.
13. To prepare the accounts and the annual return for the council each year and to submit them to council for approval and to the auditor when required.
14. To arrange for appropriate internal audit in accordance with financial regulations.
15. To monitor compliance with the council's financial regulations.
16. To maintain the council's asset register.



Clerk to the Council 15/3/2023

