

WOODLAND PARISH COUNCIL

Minutes of Acting Clerks Meeting held on Tuesday 25th June 2024 - 7.30pm at Woodland Village Hall

1. Present

Cllr Peckett (Chair), Cllr Timms (Vice Chair), Cllr Gardner, Cllr Snowdon

2. Apologies

Cllr Brydon, Cllr Rutter, Cllr Teasdale

3. Declaration of Interest

None

4. Confirmation of minutes

Agreement to forward in future previous meetings minutes via email to councillors for verification within 4 weeks of meeting taking place

5. Public Participation

None

6. Matters Arising

6.1 Expressions of interest from 4 potential candidates for Parish Clerk role. Interviews to take place on 11th July 2024. Times to be arranged after closing date on 5th July 2024.

7. Finance

7.1 Changes to mandate required due to change of Chairperson from Cllr Robert Teasdale to Cllr Nick Peckett, change of vice chair from Cllr Peckett to Cllr Margaret Timms. Cllr Deborah Snowdon to also be included as signatory on bank mandate.

Chairperson Cllr Peckett to take over role of Responsible Financial Officer due to resignation of parish clerk Mr Simon Land.

Forms completed and to be forwarded to bank for amendments to be made.

7.2 Discussion regarding internal audit and the process to be followed, agreement on process to be followed and necessary documents required for this process to take place.

8. Grass Cutting

8.1 Grass cutting commenced last week

9. Cemetery Chapel

9.1 Discussions regarding chapel ownership. Parish Council to attempt to ascertain ownership before any further decisions made.

10.Playground

10.1 Meetings taken place with several play park installers. Awaiting quotes from these which should be available for the next meeting on 11th July. Cllrs. Snowdon and Gardner to visit the school and talk with the children there on 28th June regarding the playground. Applications for funding to commence when decisions made regarding preferred installer.

Next meeting

Thursday 11th July 2024 at 7.30 pm Woodland Village Hall

These are true and accurate minutes of the meeting as agreed by the council

Date

Signed

Minutes for all Parish Council meetings are available to view once agreed and signed by the council. These are available on the council website woodlandparishcouncil.gov.uk. The minutes will normally be available no later than 4 weeks after the date of the meeting.

Please note that all Parish Council meetings will be audio recorded for the purposes of accurately producing the minutes. The recording will be retained by Woodland Parish Council until the minutes have been agreed and signed. The recording will be deleted following the meeting unless the retention is requested by a lawful authority.