Councillors,

You are summoned to the Parish Council meeting of Saltfleetby Parish Council which will be held on Tuesday 6 June 2017 at the Marshlands Community Centre at **7.00pm**

The meeting will commence with a maximum of 10 minutes Open Forum for members of the public to raise any issues. Parishioners are then requested not to interrupt during the business of the meeting.

Signed:  *Teresa Forman*

Teresa Forman (Clerk)

26 May 2017

**AGENDA**

**STATUTORY PROCEDURES:**

1. **APOLOGIES** and approval for absence Teresa Forman
2. **NOTES** of the Parish Council Meeting held on Friday 5 May 2017 to be approved as minutes & any points to be noted.
3. **DECLARATIONS OF INTEREST** – To receive any declarations from Councillors; Council to consider any written requests for dispensations & resolve whether to grant acceptance.

**INFORMATION**

1. **DISTRICT COUNCILLOR REPORT –** Cllr McNally to report
2. **COUNTY COUNCILLORS REPORT** – Cllr McNally to report

**ITEMS FOR DECISION**

1. **COUNCILLOR VACANCIES** - Council to consider any requests for co-option into the vacancies.
2. **ENERGIEKONTOR-GAYTON FUND** – Minutes from Panel Meeting to be approved. Letter of engagement from Duncan & Topliss with reference to EK accounts to be signed.

1. **FINANCIAL MATTERS –**
	1. Payment for Internal Auditor to be approved £45.
	2. Insurance Renewal to be approved £280 (not £250 as reported at meeting in May) Clerks June Salary £341.16 was authorised to be approved, Re-imbursement of Clerk for Printer Cartridges £22.96 to be approved, LALC Renewal to be approved £163.46.
	3. Purchase of Local Council Explained. Clerk advised by LALC to purchase this. (to replace the Arnold Baker - Yellow Bible). £49.99 to purchase.
	4. Bank Statements - Clerk checked with bank they are sent monthly**.**
	5. Bank Reconciliation to be approved.
	6. Annual Return – Council Annual Return must be submitted to external auditor by 26 June 2017. Section 1 Annual Governance Statement of Assurance and Section 2 Accounting Statements presented for authorisation.
2. **PLANNING APPLICATIONS** – N/145/00854/17 Compass House, Main Road Saltfleetby, LN11 7SS extension & alteration to provide an Annexe - Circulated to all Cllrs.

**ITEMS FOR DISCUSSION**

1. **Identity Badges –** Cllr Dykes to report.
2. **Speed Signs –** Cllr MacDonald
3. **Highways** – Clerk reported Chevron to LCC awaiting reply.To receive from Cllrs requiring action.
4. **REPORTS FROM OUTSIDE BODIES** – Council to receive any reports.
5. **CORRESPONDENCE** –
6. **COUNCILLORS REPORTS -** To receive any reports.
7. **PARISH CLERKS REPORT** – Payment for internal audit and Clerk for purchase of new HP ink cartridges, recording of PC meetings. Reply from LCC Highways re Chevron this has been circulated. Clerk has been in contact with Duncan & Topliss re EK Accounts and will take relevant paperwork to accounts mid-June.

I purchased compatible cartridges for the printer only to find them not to be compatible so had a full refund. I managed to purchase a full set of HP cartridges off e-bay for £42.39 which thank goodness are fine, I have also had to purchase another Black cartridge also off e-bay for £18.01 so I will owe SPC £1.42 (I have invoices as proof of purchase).

Circulation Folder to be given to Cllrs.

1. **ITEMS FOR THE NEXT AGENDA** – To receive any items for the next agenda
2. **CLERK’S CONTRACT** – Council to move into closed session to discuss the Clerk’s Contract.

**Next Parish Council meeting is scheduled to take place on Tuesday 4 July 2017.**