

COLEORTON PARISH COUNCIL

CLERK'S REPORT FOR THE PARISH COUNCIL MEETING 17th March 2016

Item	Report
5.	<p>Proper Officer and Responsible Finance Officer</p> <p>All Parish Councils are required to appoint someone to two Statutory Offices to carry out duties relating to the Council. S112 of the Local Government Act 1972 requires Parish Council to appoint a Proper Officer. The primary responsibility of this Office is to advise the Council on whether its decisions are lawful and to recommend ways in which decisions can be implemented within the law. The second office required is set out in S151 of the Local Government Act 1972 and is a Responsible Finance Officer, who is given the charge of the council's finances, ensuring payments are made as they fall due, monies owed are collected in, and everything is accounted for in a clear and transparent way that is available to the public.</p> <p>The Local Government Act 1972 requires the Clerk(s) to recognise that the Council is responsible for all decisions and that he/she takes instructions from the Council as a body. The Clerk(s) is not answerable to any individual Councillor - not even the Chairman. The Council must be confident that the Clerk(s) is, at all times, independent, objective and professional.</p> <p>Usually the Clerk is appointed to both offices, but as you have a joint Clerk situation, with one person having substantial legal skills and the other substantial financial skills it is</p> <p>Recommended:-</p> <ol style="list-style-type: none">1. Rhonda Dean be appointed Proper Officer for Coleorton Parish Council with effect from 17th March 2016.2. Andrew Hogsden be appointed Responsible Finance Officer for Coleorton Parish Council with effect from 17th March 2016.
10.	<p>Tree Management Work</p> <p>The residents of Bradfords Lane are not happy with the state of the road following the work on the land behind Overton Close. The Chair has looked at the road and offered to reseed the area, but the residents are concerned about more substantial damage to the road surface itself and are asking you to decide if you are prepared to take further steps to repair that.</p>
11.	<p>Information boards at Lount</p> <p>The S106 payment has now been received.</p> <p>Recommended :-</p> <p>That a restricted account be created in the Council's accounts system to set aside this money for on-going maintenance of the board, and the later provision of the second board.</p>
12.	<p>Parish activities</p> <p>The Council has to agree a date for an Annual Meeting of the Parish between 1 March and 1 June. Last year this was done before the start of the May Annual Parish Council meeting</p> <p>Recommended :-</p> <p>That the Annual Meeting of the Parish be held immediately before the AGM in May 2016.</p>

19.	<p>Finance</p> <p>The following invoices are presented for payment:</p> <ul style="list-style-type: none"> · Solicitors Bill Mander Cruickshank - payment for £240 in relation to work carried out in respect of a balancing lagoon at Coleorton · Solicitors bill Mander Cruickshank - payment of £1,918 in relation to right of way at Pitt lane · Coleorton Social Welfare Centre - £44 for hire of room for Council meetings · Rural Community Council £50 - annual membership subscription · Leicester & Rutland Association of Local Councils £35 - payment for Andrew Hogsden attending Clerks 1 course · Ian Stone £140 - payment for additional mow of Beaumont Green and Peggs Green Recreation Ground <p>Recommended :- That the RFO be authorised to pay those invoices</p> <p>Salaries and expense of Clerks for Quarter</p> <ul style="list-style-type: none"> · A Hogsden £286.80 (salary £254.40 (2 months) and expenses from home to Ansty for Clerks and audit courses · R Dean £254.40 (2 months) · S McGlynn £757.60 · HMRC £316 <p>Recommended :- That the RFO be authorised to make the salary payments.</p> <p>The RFO needs to be the new contact detail for the Bank.</p> <p>Recommended :- That the RFO be authorised to change the contact details with the Parish Council's Bank, but not the signatory details which will remain with Parish Councillors.</p> <p>There is an instalment of a Forestry Commission Grant due to be claimed for work on Coleorton Wood.</p> <p>Recommended:-</p> <ol style="list-style-type: none"> 1. That the RFO be authorised to collect the payment due and report details to a later meeting. 2. That the Parish Council authorise the RFO to amend the authorised signatories with the Forestry Commission from Sue McGlynn to Andrew Hogsden to enable future grant instalments to be claimed. <p>.</p>
21.	<p>Correspondence</p> <p>A letter has been received offering to supply Coins to commemorate the Queens 90th Birthday, that the Parish Council could then present to all the school children in the Parish. The Parish Council needs to decide if that is something they would like to do.</p>