

Kettleshulme Parish Council

2015

**Minutes of the Extra-Ordinary Meeting, at the Memorial Hall, Kettleshulme
Monday 2nd June 2015 at 7.30pm**

Councillors in attendance: Jo Butler (JB), Rachel Blood (RB), Victoria Coward (VC), Sara Geary (SG), Ian Pulley (IP), Roslyn Siddall (RS) and Grant Summers (GS).

Acting Parish Clerk: Victoria Coward

1.	Apologies for Absence None were received	
2.	Declarations of Interest None	
3.	Public Forum No items were raised by the one member of the public present	
4.	<p>To discuss the process of recruiting a new Clerk</p> <p>Jackie Weaver sent a template for a Clerk Contract, Job Description and Advert. The existing contract was reviewed and the councillors noted minor points that may need amending as an update. Changes to be carried out by Cllr Ros Siddall. It was agreed to use the existing Clerk Contract.</p> <p>7 votes FOR</p> <p>The Job Description template was review it is was agreed to be kept as supplied.</p> <p>7 votes FOR</p> <p>The Advert template was reviewed and it was agreed to kept as supplied with the following amendments:</p> <ul style="list-style-type: none"> • Closing Date: 3rd July 2015 • Interviews: W/C 13th July 2015 <p>Resolved 7 votes FOR</p> <p>All finished documents to be emailed to Jackie Weaver by Cllr Jo Butler</p>	JB
5.	<p>To discuss the establishment of a new website</p> <p>After looking into several options it was suggested that the easiest and quickest option may be to use a free website building given</p>	VC

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Resolved	the imposed deadlines for transparency. This would give more time to consider more permanent 'subscription' options. 7 votes FOR													
6.	Items for future meetings Extras Ordinary Meeting on 20 th July 015 Website/Social Media Update Progress Employment of new Clerk Annual Return Review of Committees, Sub Committees and Working Parties Update of Kitchen refurbishment													
Resolved	<p>6. Items for information At risk of late payments and missing deadlines, it was suggested that the council authorise cheques for time critical items. 7 votes FOR</p> <p><u>The following cheques were authorised:</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CHQ #</th> <th style="text-align: left;">Recipient</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>1967</td> <td>Paul Harris</td> <td style="text-align: right;">£8.33</td> </tr> <tr> <td>1968</td> <td>Cheshire Curtains</td> <td style="text-align: right;">£2703.33</td> </tr> <tr> <td>1969</td> <td>FCC Recycling</td> <td style="text-align: right;">£591.25</td> </tr> </tbody> </table>	CHQ #	Recipient	Amount	1967	Paul Harris	£8.33	1968	Cheshire Curtains	£2703.33	1969	FCC Recycling	£591.25	JB
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1968	Cheshire Curtains	£2703.33												
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8.	Date & Time of Next Meeting Monday 15 th June 2015 at 7:30pm													

The meeting concluded at 9:40pm