

BRERETON AND RAVENHILL PARISH COUNCIL

DISTRICT OF CANNOCK CHASE COUNTY OF STAFFORDSHIRE

Minutes of the **Extra Ordinary Meeting** of Brereton and Ravenhill Parish Council held on **Thursday 18 May 2023**.

Present: Cllrs M Blackham (chair), S Merriman, J Gascoigne, K Paul, C Boulton, R Hall, A Cowdell, R Hall-Davies, C Davies, C Harris, K Theobald, J Johnson

Welcome and apologies

Apologies: Cllr D Blocksidge

1. Election of Full committee Vice-Chair

Cllr Kevin Theobald nominated

Cllr Jay Gascoigne nominated and seconded votes 12 **Elected**

2. Privacy Notice

Each Councillor to sign a Privacy Notice document

All now received.

3. Minutes of the ANNUAL meeting of 11 May 2023

To approve the minutes of the meeting held on 11 May 2023.

Can't be approved as not present at meeting.

4. Matters arising from Annual meeting.

Non

5. Professional Memberships

It was suggested we need to be a member of NALC and SLLC APPROX £439 + vat per year.

Cllr C Boulton was put forward, seconded and voted by all to looking into funding and looking after memberships.

Cllr Mrs S Merriman proposed that we get a copy of the Clerks Bible – 13th Edition, **proposed, all voted and seconded.**

6. Staff and Council Training

Training coming up SLLC Clerks, SPCA counsellors – action once were members of professional memberships.

7. Policies and Procedures

Finance Regulations

Cllr Mrs S Merriman asked if we have a copy of these, Mrs R Davies (Clerk) advised yes, but last year at the audit our regulations were not up to date. A copy is in the office.

Assets

Cllr K Theobald – the list is not comprehensive, and would like a full list for the last 10 years. Mr J Smith has a current list.

Mr Paul Fisher has gardening tools, heavy machinery is in the ex-Cllr Mr R Easton's garden – tractor, hedge cutter, strimmer etc.. as per asset list and needs retrieving.

Policy and procedures

Cllr S Merriman – proposed a sub group, so policy and procedures can be updated. Sub-group are now: Cllr S Merriman, Cllr C Davies, Cllr A Cowdell & Cllr R Hall.

2021 paperwork from Mr Peter Harris is at the Hall.

GDPR, Data Protection & DBS, Council security including insurance

In place and invoices paid.

Cllr S Merriman – concerned about security of the building, old computer in office - not password protected.

Cllr C Davies to help John Smith move PAYE onto the laptop.

Keys to building – no key holder form. Spare keys from ex Cllr R Easton have been returned.

Locks should be changed – all voted in favour

Key safe outside of hall doors - all voted in favour.

proposed, all voted and seconded.

8. Future Planning:

Welcome meeting

It is suggested we invite the public to meet residents on an informal basis.

We use notice boards and social media to keep people informed.

There is a limit of 200 in hall.

plan of action for Parish Hall next meeting.

9. Christmas Lights

Looking to get business backing towards Christmas lights.

Public meeting for end of May

seconded, all voted in favour

10. Community Cafe

Need to find out if we can do a change of use on lease for the building. Contact

Cannock Chase Council – Cllr S Merriman. **Keep on agenda for next Parish Hall meeting**

Bar Licence

Current licence under Mr Peter Davies - change of name needed. People bring their own alcohol in but can't sell it. Bars for parties can bring their own licence. Needs to be an individual name, a licensee – Cllr R Hall to find out more information...

Keep on agenda for next Parish Hall meeting

Drop In

Cllr D Blocksidge and Cllr S Merriman to keep in touch with public, helping them fill forms etc. A point of contact for the village.

Window of time to be allocated.

Voted agreed and seconded.

11. Bank

New signatory paperwork has now been taken to the bank and were awaiting their update.

Cllr K Paul explained we will be doing online banking going forward. Any groups that are currently paying by cash will be required to complete their request online.

12. Online bookings

We are looking into preparing a booking sheet, comprehensive conditions, deposits and final payment, all payments direct to the bank account.

13. Opportunity for members of the public to speak.

2 members of public – no questions.

14. Date and Time of Next Meeting

The Parish Council has previously agreed that the next Full Council meeting will be held on **Thu 1 June 2023, at 7.30 pm.**

closed 21.05