

# SMEETON WESTERBY PARISH COUNCIL

[www.smeetonwesterbypc.org.uk](http://www.smeetonwesterbypc.org.uk)

**A meeting of the Parish Council was held on Wednesday  
4<sup>th</sup> September 2019 at 7.30pm at the Village Hall,  
Smeeton Westerby.**

Councillors present:  
Cllr. Richard Clarke (Chair)  
Cllr. Michael Vickers

Also, in attendance Sara Barrett (Clerk)

**1. Election of Vice Chairman**

The election of Vice Chairman will be discussed at the next Parish Council Meeting.

**2. Apologies for absence**

Apologies were received and accepted from Cllr. Coltman, Cllr. Brierley and Cllr. Chapman.

**3. Declaration of Interest**

There was no interest declared

**4. To approve the minutes of the meeting held on the 15<sup>th</sup> May 2019**

The minutes will be approved and signed at the next Parish Council Meeting.

**5. Summer allotment inspection and minutes**

The allotment minutes will be approved and signed at the next meeting. The Councillors asked the Clerk to email Cllr. Chapman about obtaining a quote for cutting the hedges.

**6. Update on defibrillator and training**

The Councillors asked the clerk to register the defibrillator with East Midlands Ambulance Service. Cllr. Chapman will make enquires regarding training for the local community, this will be confirmed at a later date.

**7. Letter from resident on Pit Hill**

Cllr. Clarke will contact the resident regarding their concerns on Pit Hill.

## **Finance and Administration**

### **1. Approval of Invoices between meetings**

The following invoices were paid between the Parish Council meetings

15<sup>th</sup> May to 4<sup>th</sup> September 2019

HMRC – PAYE (100518) £97.00

Autela – Payroll (100519) £39.23

Leicestershire Gardens – Mowing May/June (100520) £52.00

Harborough District Council – Admin Fees (100521) £400.00

Ireland & Co – Internal Audit (100522) £300.00

The DefiPad – Defibrillator Cabinet (100523) £526.80

Sara Barrett – June/July Salary (100524) £263.18

### **2. Approval of invoices for payment**

The following invoice were approved for payment

Leicestershire Gardens – Mowing July (100525) £39.00

Sara Barrett – August Salary/Expenses (100526) £163.56

### **3. Internal Audit Report**

An Internal Audit for 2018-2019 was carried out by Ireland & Company, Councillors noted that there were no recommendations received.

### **4. Bank Reconciliation**

This was approved by Cllr. Clarke.

### **5. Signature for Standing Order/Financial Regulations**

These will be approved at the next Parish Council meeting.

### **6. Date and time of next meeting**

The next Parish Council meeting will be held on the 30<sup>th</sup> October at 7.30pm in the Village Hall

Meeting Closed 8.06