



# Castlethorpe Parish Council

Minutes of a Parish Council Extraordinary Meeting held on Wednesday 15<sup>th</sup> April 2019 at 7.00 p.m. in the Village Hall

**PRESENT: Councillors Forgham, Hinds and Ayles, the Clerk and one member of the public**

There was no public forum

**1 APOLOGIES FOR ABSENCE ACTION**

1.1 Cllr Stacey reason work, Cllr Sawbridge, Cllr Keane reason alternate engagement, Cllr Markham reason ill health all accepted..

**2 DECLARATIONS OF INTEREST**

2.1. None

**3 TO CONSIDER RESOLUTIONS**

3.1. A public excluded part 2 of the meeting to discuss matters in accordance with Section 100(A) (4) of the Local Government Act 1972, as defined in paragraphs 1 of Part 1 of Schedule 12A to the Act was proposed by Cllr Ayles, seconded by Cllr Forgham and agreed unanimously.

3.2. Cllr Forgham handed round a draft Village Hall booking form with revised terms and conditions on the back. The significant changes proposed were:

- Casual hirers will now be charged by the hour @ £11.25 Monday to Friday before 6 p.m. and £13.50 at all other times
- As payments will now be taken in advance of hire refund rates to be given at 50% 30 – 59 days before event, 25% for 15 – 29 days, with no refund for any later cancellations and full refund for over 59 days
- The addition of a credit card authorisation form asking for card details from hirers and a declaration to be signed authorising further withdrawal of funds for any damage caused and that name and address details will be securely held by the system and that financial data will be held for 3 months then destroyed.

Cllr Forgham proposed that these changes be approved. Agreed unanimously.

**4 TO CONSIDER FINANCIAL MATTERS**

4.1. The RFO payment schedule was proposed by Cllr Ayles seconded Cllr Hinds and approved unanimously

Payee	Description	Invoice	Amount
R Wontner	Investigate lighting & toilet problems Village Hall	67	£20.00
R Wontner	Trim bushes alongside Village Hall	68	£10.00
R Wontner	Effect repairs village notice board	69	£45.34
R Wontner	Investigate further lighting problems Village Hall	70	£20.00
R Wontner	Provide measurements VH floor area	71	£10.00
BMKALC	BMKALC & NALC sub	n/a	£156.01
Hartwell Safety Services	Fire alarm, lights & extinguisher tests replace CO2 extinguisher	INV01043	£135.00
<b>Grand Total</b>			<b>£396.35</b>

**PART 2**  
**DECLARATIONS OF INTEREST**

5

5.1. None

6

**TO CONSIDER RESOLUTIONS**

6.1. The MKC landscape contractors had driven straight into the notice board on the village green and demolished it. The Clerk had been in touch with their insurers and they had asked for 2 quotes for re-building it, the contractors had accepted full liability. There were though 2 options, one to re-build 'as is' and the other to replace the structure with a more simple notice board at significantly cheaper costs. It was agreed that if the insurers are willing to undertake the whole cost of replacement and installation, that the Parish Council would be happy to request replacement with an 'off the shelf' board at cheaper cost to them. Clerk to communicate this to the insurance company.

Clerk

There being no further business the meeting finished at 7.35 pm

DRAFT