

Upper Rissington Parish Council

Notice of Extraordinary Parish Council Meeting

I hereby give notice that an Extraordinary Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on **Wednesday 16th November 2016 at 9.30am.**

Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters as set out below. **All Residents** of the Parish and **Press** are welcome to attend.

Dawn Laird

Dawn Laird
Deputy Clerk to Upper Rissington Parish Council

10th November 2016

Agenda

1. **Appointment of temporary Chairman to preside over the meeting**
2. **Appointment of Chairman and to receive Declaration of Acceptance of Office**
3. **Appointment of Vice Chairman and to receive Declaration of Acceptance of Office**
4. **Apologies:** *To receive apologies for absence.*
5. **To Receive Declarations of Interest and Consider Applications for Dispensation**
6. **Public Session:** *To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 15 minutes and three minutes per person.*
7. **Finance:**
 - (i) *To consider and authorise payments due*
 - (ii) **To consider and authorise vires from Contingency / Reserves**
 - (iii) *To note the expenditure / payments made by the Deputy Clerk under Emergency Powers*
 - (iv) *Retrospective approval for cheque payment from URPC to GAPTC in reimbursement.*
8. **New Village Hall:**
 - (i) *To discuss and approve purchasing sanitary bins.*
9. **To resolve to move in to a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a:** *The public and press should leave the meeting during the consideration of:*
10. **Clerk's Return to Work Interview:** *To receive the meeting notes from the Clerk's Return to Work interview and agree any actions necessary.*
11. **Contracts of Employment:**
 - (i) *To discuss the working hours of the Village Hall Cleaner and agree any actions necessary.*
 - (ii) *To discuss and approve the updated contract for the Village Hall Cleaner.*
12. **Date of the Next Meeting:** *To confirm the date of the next regular meeting.*

Upper Rissington Parish Council

Payments List – 16th November 2016

Payee	Details	Invoice Date	Amount	Cheque Number	Power to Spend
Charter Commercial**	Fire exit doors - remedial work	28-09-2016	£216.00	100139	LGA 1972 s.133
Grant Thornton	Audit Fee 2015/16	24-10-2016	£390.00	100140	LGA 1972 s.111
West Oxfordshire District Council	Play Park Inspection - September	19-10-2016	£17.70	100141	PHAA1907 S.76(1)
Cotswold District Council **	Non-Domestic Rates for September	02-08-2016	£90.00	100142	LGA 1972 s.133
K R Electrical Ltd**	Install Defibrillator		£90.00	100143	LGA 1972 s.133
BT**	Telephone Services	09-10-2016	£330.81	100144	LGA 1972 s.133
Robin J Perry Ltd**	To fit key holders to Village Hall	11-10-2016	£60.00	100145	LGA 1972 s.133
Thomas Legal Group	Legal costs incurred by Village Hall Management Trust	14-10-2016	£1,020.00	100146	LGA 1972 s.133
nPower**	Gas for Village Hall	12-10-2016	£225.50	100147	LGA 1972 s.133
Albion Water**	Water and wastewater services for period 1.10.16 to 31.3.17	17-10-2016	£89.76	100148	LGA 1972 s.133
Janet Eustace Consultancy Ltd	Locum Clerk Support	31-10-2016	£327.00	100149	LGA 1972 s.112(2)
Payroll	Clerk's November Salary	-	TBC	100150	LGA 1972 s.112(2)
Payroll**	Cleaner's November Salary	-	£173.33	100151	LGA 1972 s.112(2)
D Laird** (part)	Expenses (office consumables, postage stamps and cleaning products)	-	£32.32	100152	LGA 1972 s.111 & S.133
		-			
TOTAL			£3,062.42		

** money to meet payment coming from contingency budget