

**East Bridgford Parish Council****Minutes of the Executive and Policy Committee Meeting held on Wednesday 17 January 2018 at 7pm in the Methodist Chapel****Present:** Cllrs P Clarke (Chairman), D Atkins, P Bancroft, T Norman**Also present:** Cllr D Meylan (re Item 16)  
Michele Sharratt (Clerk), Jess Molineaux (Minuting Secretary)

<b>1</b>	<b>To make Declarations of Interest in any matter on the agenda.</b> (Where an interest becomes apparent during the course of any discussion, it must be declared at that time.)
	Nothing additional to standing declarations.
<b>2</b>	<b>Apologies for Absence</b>
	None
<b>3</b>	<b>To consider the minutes of the meeting held on 12<sup>th</sup> October 2017 and when approved to sign them as a correct record. Also to sign as a correct record the minutes of the meeting held on 6<sup>th</sup> January 2017 for the clerk to file.</b>
	<b>It was proposed</b> that the Minutes from October be approved and signed, seconded, and all in favour. The minutes from January 2017, approved in October 2017, were duly signed as a correct record, for the Clerk's records
<b>4</b>	<b>To receive reports on matters arising from the minutes</b>
	None
<b>5</b>	<b>To receive Public Comment</b>
	None
<b>6</b>	<b>To consider the draft budget estimates and recommendations for the Budget/Precept for 2018/19</b>
	The Clerk had circulated draft budget estimates for the consideration. Options had been prepared. Ongoing costs continue to rise, and contingencies are required for repair of logs in the play area, and additional legal costs. There may also be costs associated with maintenance of the car park. It was agreed to increase the car park projected costs from £600 to £1000, and to increase the contingency from £500 to £1000. This brings the projected expenditure to £39,600. It was agreed to recommend the full council an increase of 4% to the precept to achieve an income of £38,288
<b>7</b>	<b>To discuss the projected capital expenditure on special projects with a view to reporting to the Parish Council</b>
	Nothing additional
<b>8</b>	<b>To discuss progress with the Risk Assessment (inspection of parish assets) and system for recording/monitoring insurance arrangements</b>
	This item is to be deferred to a later monthly Parish Council meeting. It was noted that playground and tree inspections are ongoing.
<b>9</b>	<b>To discuss progress with the review of parish agreements and procedures</b>
	Nothing additional to report
<b>10</b>	<b>To discuss progress with revaluation of parish assets</b>
	Nothing additional to report
<b>11</b>	<b>To consider update of Standing Orders</b>
	This item was deferred to the Annual Meeting in May.
<b>12</b>	<b>To discuss other regulatory matters including the GDPR legislation</b>
	In progress
<b>13</b>	<b>To further consider website policy and content</b>
	It was noted that the website should be reviewed periodically
<b>14</b>	<b>To discuss banking arrangements</b>
	The bank mandate form to set up permissions / correspondence address for the new Clerk has been signed. It was agreed to consider the benefits of online banking in the coming months.

<b>15</b>	<b>Matters for report</b>
	<p>Cllr Clarke had prepared a letter to HMRC with regard to the VAT situation and the pavilion extension – this was approved by the committee.</p> <p>It was noted that post is still arriving at Jill’s house and is being forwarded – it was agreed to offer reasonable compensation for any work being carried out.</p> <p>It was agreed to put the issue of the contract for casual labour on the agenda for the February meeting, to agree a timetable for issuing a tender. <b>Action: Clerk to put on agenda for February</b></p>
<b>16</b>	<b>Planning</b>
	<p>Extensions had been authorised for planning applications on Cherry Holt Lane and on the land near the river to allow them to be discussed at the February meeting.</p> <p>Sunnyside Cottage, Kneeton Road – Cllrs Meylan and Atkins had examined the application more fully, and <b>it was proposed</b> that no objection be raised – seconded and all in favour. <b>Action: Clerk to pass the comments to Deputy Clerk</b></p> <p>It was agreed that the Deputy Clerk should prepare a single report in advance of the monthly meeting (rather than several reports during the month), and for Cllrs Meylan and Atkins to also circulate their comments prior to the meeting. Action: <b>Clerk to inform Deputy Clerk</b></p>
	There being no further business the meeting closed at 8.25pm

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Chairman

Date: .....