

Present: Cllr Caroline Hubbard (CH), Cllr Emma Lacey (EL), Cllr Heather Richards.
Clerk; Helen Klaassen

FR/062 Apologies for Absence.

Apologies were received and accepted from Cllrs White and Hobbs

FR/063 Declarations of Interest.

None.

FR/064 Approval of the Minutes of the Previous Meeting.

In the absence of Cllrs White and Hobbs it was decided to defer signing the minutes until the next meeting.

FR/065 Matters Arising from the Minutes.

Actions completed;

- **Racking for the office purchased**
- **Tasks spreadsheets**
- **Planters to be discussed at H&T Committee meeting.**

FR/066 Retrieval of Parish Council Assets. Update and further action.

The matter was ongoing and Cllr Hubbard would update the Committee at the next meeting.

FR/067 Lengthsman. To review timesheets and work carried out.

Been in post 1 year – article in mag.

The Clerk had had an informal chat and all was going well.

FR/068 Clerk's Employment Matters. To consider employment matters relating to the Clerk.

- Overtime hours for meetings and CiLCA work.

Sign off overtime before cheque signed off – perhaps on night of meeting Chair to sign.

Agreed overtime for certain CiLCA tasks e.g. Grant awarding, to be agreed in advance.

FR/069 Audit. To start planning for the internal and external audit for the financial year 18/19.

Everything was in progress.

FR/070 Parish Council Equipment and Asset Register. To review acquisitions and disposals.

To be added; Fence in Recreation Ground and 'Tommy'.

Disposals; Timberline equipment.

FR/071 Items for the Next Meeting (No decisions may be made under this heading, but information may be exchanged). Including setting next meeting date.

Items for next meeting; End of year figures.

15th April 2019 6.30pm

Signed: _____

Date: _____