**Letwell Parish Council**

**Minutes of Council Meeting**

**Extra Ordinary meeting**

**Held on the 21st September 2021.**

**Councillor’s present:** Cllr Nettleship (Chair), Cllr Straw, Cllr Sharpe, Cllr Biggins, Cllr Bell.

**Clerk:** Rebecca Thompson

**Public Participation:** None present.

**202101 Apologies for absence:** None

**202102 Declarations of interest:** Cllr Straw.

**202103 Clerk to update the Council on matters around the Village Hall.**

The Clerk advised that she has received all the paperwork from Mr Horn.

1. The Parish council have taken full responsibility for the hall, this includes the finances, day to day running as well as the income and expenditure.
2. The Clerk explained that if a committee or community group wish to request funds for an event that can do so by completing a request form provided by the Clerk which will be considered by the Parish Council.
3. It was agreed that the Clerk has the authority to spend money up to the value of £150 without PC consultation. This will be for utilities and such like.

Any spending by the Clerk over this amount must be first authorised by 2 Parish Councillors first.

1. It was agreed by all that Janice Sharpe would take responsibility for the Hall bookings. Any bookings received by the Clerk will be passed onto Janice.
2. The Parish Council discussed appointing a member to be responsible for the Health and Safety checks in the hall that need to be carried out monthly. **RESOLVED:** It was agreed by all that Duncan Biggins would take on this role.
3. The Council discussed the bookings and organising of music gigs in the hall. **RESOLVED:** It was decided that Martyn Sharpe would once again take this responsibility. Cllr Ball agreed to help out as and when needed with the gigs. The Letwell Community Group will be contacted if their help on the night is required.
4. The Lottery was discussed. **RESOLVED:** It was agreed by all that the community Group will carry on with running of the Parish Lottery, Cllr Sharpe will continue to collect the monies along with Vicky Bennett.
5. The Clerk informed the Council that the newly named Letwell Community Group will hold an evening at the end of each month in the hall as a get together and to draw the lottery.

**20210 To update on Bookings already made:**

Harvest Supper 9/10/2021 7pm

Women’s Institute – Nov 17th

Dec 9th

Jan 20th

2-4pm

Wreath Making 10-3pm Dec 11th

Private Party ( Ladbrook) Jan 8th.

Christmas Party 11th Dec.

Candle lit church concert ( PC) 18th Dec.

**202105 To appoint a Vice Chair of the Parish Council:**

**RESOLVED:** Cllr Biggins to be Vice Chair, Proposed by Cllr Sharpe, Seconded by Cllr Straw.

**202106 To discuss possible roles/ responsibilities of Parish Council Members.**

**RESOLVED:**  Cllr Biggins- Health and Safety checks of the hall and Vice Chair.

Cllr Bell- Assist Cllr Sharpe with gigs.

Cllr Sharpe- Music Gigs.

Cllr Straw- Letwell community Group.

Cllr Nettleship- Chairman.

**202107 To exchange information and receive member’s reports.**

Cllr Ball advised that he has been again approached by members of the public about dog waste in the village and the lack of dog waste bins.

It was agreed by all that the Clerk will speak with RMBC to get one sited near the Sewage works and one near the bridle path gate at the end of Church Lane.

It was discussed about the grass growing on the pavements just past the farm. The Clerk agreed to look into getting this sprayed.

**202108 Date of next meeting and items to be included on the agenda:** Council resolved to meet on Monday the 11th October at 7:30 pm in the Village Hall.

There being no further business the meeting closed at 9pm.

Signed and dated........................................................................