

MELLS PARISH COUNCIL
mellsparishcouncil.org.uk

June 2012

Dear Councillor

A meeting of Mells Parish Council will be held on Tuesday 12 June 2012 at Mells Barn at 7.15 p.m.

Yours sincerely

Chairman

A G E N D A

- 1. PRESENT**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES OF MEETING OF 1 MAY 2012** (*attached*).
- 5. MATTERS ARISING FROM ANNUAL PARISH MEETING**
 - a) Lower Vobster shrubs covering road sign (*Steve West*)
 - b) Leaf sweeping in Vobster (*Chairman*)
- 6. MATTERS ARISING**
 - a) Police Community Support Officer's Steering Committee (*Abi Blanche Martin*)
 - b) Quarry Liaison Committee (*Steve West*)
 - c) SpeedWatch progress (*Peter Lowth*)
 - d) Gift of grit bin from Mells Village Shop (*Chairman*)
 - e) Clerk's consultancy payment (*Vice Chair*)
- 7. PLANNING**
 - a) Installation of a timber clad temporary modular classroom with accessible and pupil toilets at Mells First School
 - b) Conversion of former telephone exchange to self catering holiday let with roof terrace at former telephone exchange, Vobster Cross
- 8. LETTERS FROM SOMERSET COUNTY COUNCIL**
- 9. LETTERS FROM MENDIP DISTRICT COUNCIL**

10. LETTERS AND REPORTS

- a) From Audit Commission re appointment of external auditor.

11. WHITE BRIDGE

- a) Update on progress (*Financial update attached*)
b) Report on parish Diamond Jubilee party/bridge opening

12. PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

- a) To confirm the appointment of a new Mells Parish Clerk and Responsible Financial Officer from 11 June 2012.
b) To confirm the clerk's salary.
c) Contract of Employment

13. ACCOUNTS

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|----|--|---|------------|
| a) | Northcliffe Media Ltd
(<i>Advertisement for clerk</i>) | | £ 177.60 |
| b) | Broker Network Ltd
(<i>New insurance schedule to cover White Bridge</i>) | | £ 76.26 |
| c) | Newlands Tree Care
(<i>Removal of tree and stump White Bridge</i>) | | £ 585.00 |
| d) | RJ Griffin
(<i>Supply of stone & carving of inscription</i>) | | £ 650.00 |
| e) | Sally Vince
(<i>Website hosting 2011 & updating Apr11-Mar12</i>) | | £ 265.00 |
| f) | Freecall Maintenance
(<i>Wall at White Bridge</i>) | | £ 1,745.00 |
| g) | JK Costelloe
(<i>Clerk's salary – May</i>) | £ | 210.80 |
| | (<i>Lump sum in lieu of overtime</i>) | £ | 399.80 |
| | | | <hr/> |
| | | | £ 610.60 |
| h) | JK Costelloe
(<i>Clerk's expenses Apr/May 2012</i>) | | |
| | Postage stamps | £ | 36.90 |
| | Photocopier toner | £ | 39.99 |
| | Memory stick | £ | 16.99 |
| | A4 paper | £ | 4.99 |
| | Phone calls | £ | 7.35 |
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| | | | £ 106.22 |
| i) | HM Revenue & Customs
(<i>Income tax deduction for clerk's salary – May</i>) | | £ 148.60 |

14. RECEIPTS

- a) HM Revenue & Customs
(*VAT repayment*) £ 1,968.67

15. ANY OTHER BUSINESS.

16. DATE OF NEXT MEETING: Tuesday 3 July 7.15 p.m. in Mells Barn.