

**MINUTES OF THE EXTRAORDINARY GALLEYWOOD PARISH COUNCIL MEETING
HELD IN THE LODGE ROOM, KEENE HALL, GALLEYWOOD, ON WEDNESDAY 19 JULY 2017**

This document is the Clerk's record of the Council Meeting, formal acceptance will take place at the next Council Meeting. This meeting will be recorded.

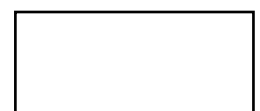
A copy of all meeting papers are provided for the public at the meeting.

1. **PUBLIC ANNOUNCEMENTS** Housekeeping notices were given.
2. **RECORD OF COUNCILLORS PRESENT** Cllr Neville Paul (Chairman), Cllr Stephanie Troop (Vice Chairman) with Cllrs Anthony McQuiggan and Cllr John Turkentine.
3. **APOLOGIES FOR ABSENCE** Cllr Richard Hyland – prior commitment. The Clerk had checked the answerphone and email prior to the meeting and no apologies had been received from Cllrs Graves, Harman, Nichols and Robson.
4. **DECLARING ANY PECUNIARY AND NON PECUNIARY INTERESTS** None declared.
5. **DISPENSATIONS** None requested.
6. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA** No members of the public were present.
7. **GALLEYWOOD PUBLIC CONVENIENCES**
 - 7.1 **To consider further costs from the Project Manager and review outstanding proposals as listed in the Extraordinary Council Minutes 22 06 17** Cllrs considered a paper prepared by the Clerk with figures submitted and checked by the Project Manager. It was noted that once the figures have been agreed, the Clerk will forward to the Project Manager and Contractor. The figures will then be inserted into the Contract which the Project Manager will forward to GPC for signing. Cllr Turkentine has liaised with the Contractor and urged him to contact the Project Manager directly.
It was proposed by Cllr McQuiggan and seconded by the Vice Chairman with all Cllrs in agreement that the schedule of costs be accepted with the exception of Item 9 – ie the quality of lavatories and washing facilities remain as porcelain as quoted by the Contractor. This will bring the project in at approximately £12,730.00 (including Project Management fees).
 - 7.2 **To table any costings which are outside the agreed project budget of £15,000 and if necessary, agree to call an Extraordinary Council Meeting** No items were raised.
 - 7.3 **To elect members of a Working Party and agree Terms of Reference** Cllrs considered the proposed Terms of Reference. It was noted that the Working Party can recommend but cannot spend any money. It was further noted that under GPC's Financial Regulations the Clerk/RFO in consultation with the Chairman of the Finance & Resources Committee has the power to spend up to £1,000 in an emergency. Cllrs felt satisfied that this procedure could be used and would not therefore, hold up proceedings.

The following amendments to the Terms of Reference were proposed by the Chairman and seconded by Cllr Turkentine :

- 1.3.1 the provisions of points 1.1 and 1.2 above and 4.1 below, and
- 1.3.2 the approval of the Responsible Financial Officer in accordance with regulation 3.4 of the Galleywood Parish Council Finance Regulations.

Membership of the Working Party be four – the Chairman, Vice Chairman, Cllr McQuiggan and Cllr Turkentine. All Cllrs were in favour.



7.4 To delegate any other decision that may be necessary to a Refurbishment Working Party

It was proposed by the Chairman and seconded by Cllr Turkentine that this item was redundant, all Cllrs were in favour.

CONFIDENTIAL

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw for Agenda Item 8 Staff Matters.

8. STAFF MATTERS

Cllrs receive a confidential paper from the Clerk. It was proposed by the Chairman and seconded by Cllr Turkentine that terms and conditions for staff continue during the refurbishment project (expected start date 31 07 17 for two weeks), and longer should the project over-run. Once refurbished the Job Description for the member of staff will be updated.

There being no further business to be transacted
The Chairman closed the meeting at 6.00 pm

Minutes taken by Ms J L Head, Clerk to Galleywood Parish Council

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(Signed, Chairman)

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(Dated, 04 09 17)

