

**Minutes of the Meeting of Trimingham Parish Council held on  
Monday 22<sup>nd</sup> August 2022 at 7pm at Trimingham Village Hall**

**Present:** Elizabeth King (Chairman)  
Patrick Carpmael  
Daniel Gotts  
Chris Harrison  
Tony Lyons  
Catherine Moore, Locum Clerk

**Also present:** 2 members of the public.

**1. Apologies for Absence**

There were no apologies for absence from Parish Councillors. County Councillor Ed Maxwell had sent his apologies.

**2. Public Forum**

a) Public  
None.

b) County Councillor  
Not present.

c) District Councillor  
Not present.

**3. Declaration of Interest for items on the agenda**

None.

**4. Minutes of the meeting held on Monday 4<sup>th</sup> July 2022**

The minutes of the meeting were **agreed**, proposed by Tony Lyons, seconded by Liz King, all in favour, and were signed by the Chairman.

**5. To ratify the appointment of the Locum Clerk**

It was **agreed** to ratify the appointment of Catherine Moore as Locum Clerk until a new Clerk was recruited, proposed by Tony Lyons, seconded by Chris Harrison, all in favour.

**6. To note Councillor resignations**

The resignations of Terry Brown and Keiren Haynes were **noted**. Once the period of electors rights to call a by-election had passed, the Council would look to co-opt, provided no election had been called.

**7. Election of Vice Chairman**

It was **agreed** to move this item to the September meeting, proposed by Patrick Carpmael, seconded by Liz King, all in favour.

**ACTION: Clerk**

**8. Finance**

a) Review Budget and Spending To Date 2022/23

The Clerk presented the financial documents. It was **agreed** to set earmarked reserves for Election (£2,000); Staffing (£2,000) and a General Reserve of £6,000, proposed by Liz King, seconded by Daniel Gotts, all in favour.

b) Payments

It was **agreed** to pay the following, proposed by Chris Harrison, seconded by Liz King, all in favour:-

Stuart Hutcheson	Website Support and Domain Renewal	£55.00
Steve's Landscape Garden	Verge Cutting June and July 2022	£120.00
Community Heartbeat Trust	Defib Pads	£51.60

9. **Other Matters**

a) Additional Works at Pilgrim Shelter

Two quotes had been obtained for additional works at the Pilgrim Shelter. It was **agreed** to go with the quote from Wilkinson Electrical Services at £240 plus VAT, proposed by Liz King, seconded by Chris Harrison, all in favour. **ACTION: LK**

It was noted that all doors should fit and close properly, the Chairman would speak with the builder about this. **ACTION: LK**

b) Recruitment of Parish Clerk

The recruitment documents were considered. It was **agreed** that the Council would only consider experienced clerks at this stage, with CiLCA a desirable criteria. It was **agreed** to advertise at SCP21 – 24 (£14.02 - £15.16 per hour). Maintenance of the website would be added to the job description. It was **agreed** that candidates would be interviewed, then the whole council would consider the candidates and made a decision at the November meeting. The interview panel would consist of all councillors, with shortlisting over Zoom. **ACTION: Clerk**

10. **Public Forum**

a) Public

The issue of Gimingham Road was raised, it was confirmed that the enforcement notice should have been served but it did not have the necessary signatures. The Clerk had contacted the Enforcement Officer for an update, however he was on leave until 30<sup>th</sup> August. **ACTION: Clerk**

11. **Other Matters**

c) Website Hosting

The Clerk showed examples of different websites that could be built on different platforms, together with annual hosting costs. It was **agreed** that the Locum Clerk would build a new website on Wix, hosting cost £90/annum, with 10 additional hours authorised, proposed by Liz King, seconded Chris Harrison, all in favour. **ACTION: Clerk**

12. **Date of Next Meeting**

The next meeting would take place on Monday 5<sup>th</sup> September 2022 at 7pm at Trimmingham Village Hall. The meeting closed at 8.10pm.

**CHAIRMAN**