



Newborough and Borough Fen Parish Council

Parish Clerk: Irene Healiss

HR Committee Chairman: Mark Ormston

clerk@newboroughandboroughfen-pc.gov.uk

07388 584591

Minutes of the Extraordinary Meeting held on Thursday 11th May 2023 in the Foresters Room, Village Hall, Guntons Rd, Newborough, commencing at 7:00pm

This meeting shall be closed under the **Public Bodies (Admission to Meetings) Act 1960 S1(2)**. A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of the business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings during which the resolution applies.

Present: Councillors Bryan Cole (Chairman), Mark Ormston (Vice-Chair), Richard Cawley, Judy Fox, John Fox, Jon Hill, Kim Hill, Vicki Coleman, John Rowell and William Cave.

Also in attendance: Irene Healiss (Clerk.)

It was proposed by Cllr Cole, seconded Cllr Coleman and **resolved** to close the meeting for a period of time as publicity would be prejudicial to the public interest due to the confidential matters to be discussed. The meeting closed at 7:00pm and was reconvened at 8:50pm.

EOM 23/5/01 Receive and approve apologies for absence.

Cllrs Lee Ariss and Patrick Skerritt offered apologies due to work commitments.

EOM 23/5/02 Accept Parish Councillors Declarations of Interest for matters on the agenda.

None received.

EOM 23/5/03 Report from Cllr Ormston and the Clerk regarding correspondence received regarding Council purchasing orders and transactions and agree progression.

Cllr Cave left the meeting at 19:57 hours and returned shortly after.

Further to the report offered by Cllr Ormston, the following recommendations were outlined: -

- Where any items are required to be purchased and subsequently reimbursed using public money, the original invoice/receipt must be provided proving the items purchased and total costs occurred. Without this, payment cannot be made.

It was proposed by Cllr Cole, seconded by Cllr Cawley and unanimously **resolved** to accept the recommendation.

- Before agreeing to any work or payments to a company, standard due diligence should be carried out, including a check on Companies House. Where a company is in a dormant status on Companies House, we ask further questions to ascertain why it is in a dormant status, and if appropriate, inform them that transactions into a business account could affect the validity of the dormant status with Companies House.

It was proposed by Cllr Cole, seconded by Cllr Cawley and unanimously **resolved** to accept the recommendation.

- Where a member of the Parish Council is offering their services through their private company and expecting payment of any kind (including reimbursement for goods), it is logged on a separate register. This register adds a level of transparency and can help identify any potential conflicts of interest. This recommendation is in addition to the normal procurement/tender policies and practices being followed where appropriate.

It was proposed by Cllr Coleman, seconded by Cllr Rowell and unanimously **resolved** to accept the recommendation.



- A due diligence template form should be created and used throughout the tender/procurement process and reviewed regularly. Due diligence should be carried out with any contractors used with frequency or where a contract exists on an annual basis. The due diligence template should consider legal factors and also other less tangible but relevant factors such as customer service reviews.

It was proposed by Cllr Cawley, seconded by Cllr Rowell and unanimously **resolved** to accept the recommendation.

- A process or policy may also wish to be created to ensure consistency. This policy may wish to include a simple form signed/agreed by both parties (Newborough and Borough Fen Parish Council and whoever is holding the items for the Parish Council) for the protection of all concerned.

It was proposed by Cllr Coleman, seconded by Cllr Cave and unanimously **resolved** to accept the recommendation.

It was proposed by Cllr Cole, seconded by Cllr Cave and **resolved** to agree that the response offered be accepted (and be sent by the Clerk in due course.)

EOM 23/5/04 Discuss outline quotes received regarding the skate ramp at Fernie Close and agree progression.

It was proposed by Cllr Coleman, seconded by Cllr J Hill and **resolved** that a skate ramp working party be formed, to include: -

Councillors Judy Fox, John Fox, Bryan Cole, Jon Hill and Patrick Skerritt.

There was one (1) vote against.

A further meeting at the site has been arranged with the Clerk for the 17th May 2023.

Any updates will be offered at the June meeting.

There being no further business, the meeting closed at 8:50 pm.

The Annual Parish Meeting will be held on Thursday 18th May 2023 at 6:45pm in the Village Hall.

This will be followed directly after by the Annual Meeting of the Council at 7:15pm.

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