

Corton Parish Council

Amended **Minutes of Extraordinary Parish Council Meeting held on Wednesday 24 March 2021 at 7.30pm virtually via Zoom.**

Parish Councillors (6) present	Stephen Pavey (SA) (Chair), Maureen Boughton (MB), Gill Armstrong (GA), Peter Armstrong (PA), Sue Groome (SG), Joy Clutten (JC)
County Councillors	None
District Councillors	None
Also in attendance	Carla Petersen (Parish Clerk)
Members of the public	None

1. Welcome by Chairman

SP welcomed all to the meeting.

2. Apologies

Cllr Bob Groome (another meeting)

3. Register of Interest

None

4. To confirm the appointment of Parish Clerk/RFO

Confirmed the appointment of Carla Petersen as the Parish Clerk/RFO.

5. To confirm the signing of the Parish Clerk/RFO Contract of Employment

CP then notified the meeting that she had had technical problems and had been unable to view a copy of the contract provided, it was therefore agreed that this item would be carried over until the next meeting

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6. Minutes of March meeting and Matters arising

Agreed to carry this over to the next meeting. Proposed by PA and seconded by JC.

7. Public forum

None.

8. To agree the payment schedule

All expenditure approved. Proposed by PA and seconded by SP.

Payee	Value	Description
SWARCO	£2650.50	Speed Information Device
Mrs C Petersen	£212.37	Salary March 2021
Total	£2862.87	

9. To consider the PAYE method for April 2021 onwards. Agree upon a course of action.

The lady who currently does the payroll is retiring at the end of March 2021. The Clerk is familiar with HMRC PAYE BasicTools and would be capable of taking on calculating the payroll. This will also represent a saving to the Parish Council as previously they paid £60 per year for the payroll service. It was agreed that the Clerk should take this on from April 2021. Proposed by JC and seconded by SG.

10. To confirm the appointment of the Internal Auditor for the financial year ending 31 March 2021

It was agreed that the same Internal Auditor, Mr Tim Cave, would be appointed again. Proposed by PA and seconded by SG.

11. To confirm the date of the next meeting as Wednesday 7 April 2021 at 19.00

Confirmed.

The meeting closed at 8.00 pm.