Sandleheath Parish Council

Minutes of an Extraordinary meeting of Sandleheath Parish Council (SPC) held on Thursday, 20th November 2014 at 7.30pm at St Aldhelm's.

PRESENT	Chairman	Mr. D Wright
	Vice Chairman	Mr. R Fenn
	Councillors	Mr. S Daykin, Mr. K Andrews, Mr. P Stockton, Mr. B Martin & Mr. G Maynard
	Clerk to the Council	Mrs. V Eden

14.93 Apologies for absence
No apologies were received.

14.94 Any declarations of interest by any councillor on any agenda item
The Chairman requested that any councillor should declare an interest should they become aware of one throughout the meeting

14.95 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press and broadcast media for discussion relating to the role and responsibilities of the Clerk where publicity might be prejudicial to the special nature of the business.

It was RESOLVED that the public and press be excluded for the meeting.

14.96 The Chairman explained to the Council the reason for convening the meeting. Following recent correspondence from HMRC, it had come to light that online RTI reporting information had not been forwarded correctly. As Proper Officer to the Council and Responsible Financial Officer, it is the Clerk's responsibility to undertake this task and an investigation into the matter is now ongoing. After taking guidance from Hampshire Association of Local Councils (HALC), the Clerk arranged a meeting with Eleanor Greene (Do The Numbers Ltd) to conduct a thorough investigation into errors and penalties relating to PAYE returns. The subsequent report that was produced was received by the Council. It was then agreed by the Council that the Clerk's actions in relation to investigating this matter were correct and that she should continue to follow the actions as detailed in the aforementioned report.

There was then a further discussion relating to the role and responsibilities of the Clerk and it was agreed that a review of the role would be ongoing.

The meeting closed at 8.55pm

…… ……

Chairman Dated