

Earsham Parish Council Minutes

of a meeting of Earsham Parish Council held at the Queen's Head on Monday 20th February 2017 at 7.30pm

Present: Councillors: Keith Reeve (Chair), Jim Bennett, Karl Gunton and Stephen Wood

Also present: Lynda Ling (Clerk)

- 1. Welcome** – The chairman welcomed those present at the meeting
- 2. To receive and accept apologies from members unable to attend** – Apologies from Councillor Meade, District Councillor Gray and County Councillor Stone were received and accepted.
- 3. To receive any declarations of interest, in particular matters to be raised at this meeting**
– None

4. Approval of minutes of the meeting held on Monday 16th January 2017 - Agreement was proposed by Councillor Reeve and seconded by Councillor Wood subject to two changes – to remove Cllr Gunton's name as being present, and to alter item 9 to read 4 agreed and 1 against.

ALL AGREED

5. Reports from District and County Councillors – None

6. Discussion whether the parish council should apply for funding from the Transparency Code for a new laptop, software and scanner and any agreed action – The clerk read out a previously circulated report and informed councillors that there was a deadline of March 9th in which to get the application in, the deadline being the reason for the extra meeting. The report read:

The Transparency Fund has been set up to deal with any extra burden incurred by smaller authorities as a result of the changes in legislation.

All the equipment currently being used at home in my office belongs to me and not the council, so it makes good sense to replace things where we can especially if there is no cost to the council.

The items we can claim for are as follows:-

Up to £350 for a new laptop – *My laptop is now 4 years old and while still serviceable, it would be sensible to purchase a new laptop which would belong to the parish council.*

Up to £200 for software – *The council currently pay £59.99 per year for the online use of Office 365, this is never owned by the parish council, it's just a yearly amount paid for the privilege of using it. Something like Microsoft Office Home and Student 2016 could be purchased for around £110 which would then belong to the parish council, with no annual cost to pay.*

Up to £100 for a scanner – *It is accepted that most scanners these days come with printers, faxes etc. and again the Canon printer I have is basic, but has lost its scanning ability since Windows 13 was downloaded onto the laptop, this too would belong to the parish council.*

Time - *Claims can be made to the fund up to a maximum of 50 hours reclaimed pay depending on what will be accepted, this a way of getting something back for the parish council to make up for the additional time I have spent in complying with the Transparency Code.*

The clerk answered questions raised about various items in relation to the above, and after further discussion, Councillor Reeve proposed agreement to the application for funding which was seconded by Councillor Gunton.

ALL AGREED

7. Date and time of next meeting – Wednesday 29th March 2017 at 7.30pm in the Village Hall

Signed

Date

The meeting ended at 7.57pm