

Minutes of the Emergency Meeting of Borough Green Parish Council

Held in the Parish Office Borough Green Village Hall Monday 21st March 2019

Present: Cllr M Taylor (Chair), Cllrs T Shaw, S Perry, S Millener, Mrs S Gould.

(1) Apologies - Cllr Reading

Declarations. There were no Declarations of Interest, but Cllr Perry advised that he had researched our Standing Orders & the NALC codes and was unable to find any advice on how to cope with the sudden loss of the Parish Clerk, a key person in the Parish. The Parish Council has to act appropriately to protect Public Funds, and to act transparently, so the proceedings of this meeting will be published in full in the next BGPC minutes, and the Auditor will be kept advised of each step we take. We will also have to update our Risk Controls to guard against this eventuality in future, and to ensure our Fidelity insurance is sufficient to cover losses, to protect Members, and to ensure the continued smooth running of the Parish Council.

(2) Chairman proposed that Mrs Dawson (resigned) be removed as a signatory - AGREED

(3) Chairman proposed that Mrs Damiral be **temporarily** removed as Administrator and Signatory for the duration of her indisposition. - AGREED

(4) Cllr Perry proposed that Cllr Millener be approved as a **temporary** account administrator, and that Cllr Shaw accompany him when accessing the accounts. Payments approved at a meeting will be actioned within 48 hours. Seconded Cllr Gould, carried unanimously - RESOLVED


(5) Chairman proposed the Natwest Mandate Forms be signed by Cllr Millener, Gould and Taylor as current authorised signatories. - seconded Cllr Perry - RESOLVED

Chairman will send all attendees and the Auditor copies of the Natwest forms, but restricted circulation because of the signatures.

(6) **AOB** - Chairman requested permission to approach the Wrotham Parish Council Clerk, Mrs Cox, to advise on PAYE, wages and pension calculations with scale remuneration, - AGREED to defer to April 1st meeting for ratification.

Outstanding Online Payments. Chairman advised he was already in touch with IRS and KCC Pensions, and would contact the Public Works Loan Board for advice on the March payment.

Meeting finished 0950

 26 MARCH 2019