

Waddington Parish Council

Clerk: Mrs Carol Baird
4 Park Avenue
Clitheroe
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**Local Government Act 1972
Extraordinary Meeting of Waddington Parish Council to discuss
the Parish Clerk undertaking the CILCA Qualification**

Monday 18th January 2021

This meeting was conducted via Zoom due to the current COVID-19 pandemic restrictions.

Minutes

Minutes from our meetings are normally reviewed and agreed at the following scheduled meeting and thereafter published to the village website.

		Resolutions Prop & Sec'd
1	Attendance and Apologies	
	The attendance of Cllrs D Parker, L Haworth, R Edmondson, G Fisher, R Hampson, D Taylor and C Sullivan were recorded, and no apologies were received.	
2	Chairman's Announcement	
	The Chairman welcomed Cllrs and members of the public and delegated chairing of the meeting to Cllr L Haworth due to issues with information technology.	
3	Declarations of Interest	
	No declarations of pecuniary or personal interests were received from Councillors in matters identified in the agenda.	
4.	Public Participation (max 5 mins per person)	
	There was no public present at this meeting.	
5	Minutes of previous Meeting(s)	
	This was a short, extraordinary meeting with one item of business so the minutes of the previous WPC ordinary meeting will be delayed until the next WPC meeting on 8 th Feb 21.	
6	Proposal for the Parish Clerk to undertake the CILCA qualification. The reason for this extraordinary meeting was due to the CILCA course starting before the next regular WPC meeting.	
	The proposal for undertaking the CILCA was borne out of the interview when the Clerk was offered the employment as Parish Clerk. It was discussed at the time that the qualification should be completed by the Clerk as soon as was practically possible.	Prop. LH Sec'd RE All Cllrs agreed
	In advance of the meeting the Clerk had emailed all Cllrs a breakdown of the modules for the qualification and the costs involved.	
7	Proposal for WPC to cover the costs of the CILCA	
	The costs were outlined as the following: Initial cost of £150 to register for CILCA with LALC tutors Cost of CILCA to be paid to SLCC £410 The cost of the books to complete the course tbc. These will be used to start a library for WPC of essential reference documents.	Prop. LH Sec'd RE All Cllrs agreed
8	Proposal for WPC to cover the cost of an IT upgrade	

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	The current computer package used by the Clerk is outdated and needs to be upgraded to a more efficient and secure Word package and to move all WPC documents on-line to the Cloud using One Drive.	Prop. LH Sec'd RE All Cllrs agreed
17	Next Meeting date	
	The next meeting of WPC is on Monday 8 th February 2021	

Amendment to the minutes as agreed at the WPC meeting 8th Feb 21:

CB agreed to pay back the cost of the CILCA course if she left WPC employment within the next five years on a pro-rata basis.

If you would like to receive the minutes of our meetings as soon as they are approved (usually at the next available meeting) then please contact the Clerk at the above address to be subscribed to our mailing list.

All our Agendas, Minutes and online meeting links, together with further information about your Parish Council and its activities can be found online at www.waddington.website

Carol Baird
Clerk to Waddington Parish Council