

MELBOURN PARISH COUNCIL
DRAFT MINUTES

Minutes of the Extraordinary Meeting of the Parish Council held on 12 February 2018 in the large upstairs meeting room of Melbourn Community Hub at 7.00pm.

Present : Cllr Norman (Chair), Cllrs Clark, Gatward, Porter, Sherwen, Siva and Travis,

In attendance: The Assistant to the Clerk

1. To receive any apologies for absence

Apologies were received from Cllrs Hart for work related reasons and Cllr Kilmurray for personal reasons.

[Post meeting note: Apologies were received by email for Cllr Buxton for personal reasons]

2. To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

None received.

3. To agree the contract with LGS Services and ongoing support.

The Chair noted for the record that details of the proposed contract with LGS Services had been circulated to Councillors by email and that 11 out of 12 Councillors responded and all who responded indicated that they were in agreement with the terms of the contract – **APPENDIX 1.**

IT WAS PROPOSED TO AGREE THE CONTRACT WITH LGS SERVICES. PROPOSED BY CLLR SIVA. SECONDED BY CLLR. TRAVIS. ALL IN FAVOUR. THIS WAS CARRIED.

In addition to the worked detail in the contract with LGS, it was proposed that LGS would provide ongoing support to the Assistant to the Clerk and RFO to include telephone and email advice and also support for minuting meetings – **APPENDIX 2.**

IT WAS PROPOSED TO AGREE UP TO 30 HOURS OF SUPPORT FOR THE ASSISTANT TO THE CLERK AND RFO FROM LGS. PROPOSED BY CLLR CLARK. SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

The Chair closed the meeting at 19:07



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APPLICATION FOR SERVICES

Company: Melbourn Parish Council
Address: 30 High Street, Melbourn, Royston, SG8 6DZ

Contact Details: Tel: 01763 263303
Fax:
Email:

Details of the services required:

Undertake the items listed on the Council's brief (dated 23 January). Including filing, by grave plot, of the Council's 2 burial records folders.

Excluding:

Photocopying of Burial Records (this has already been completed).
Searching clerks emails to find missing documents.

Estimate 100 hours @ £20 per hour

Please note that FOI support and general mentoring and support for Councillors and Staff is excluded from the above estimate and will be charged at £20 per hour

We will provide a quote for binding of the Minute Books.

When the above works are completed we can discuss with the Council a price to provide burial administration and scanning/OCR of archive files.

Signature

On behalf of Melbourn Parish Council

Date

Julie Norman *29 January 2018*
Chair

TERMS AND CONDITIONS

We are pleased to accept work from the UK or abroad, as long as the output is in English and our payment terms are agreed.

Written quotations will be provided on request together with a confirmation form listing details of the task and any specific requirements.

Please note - a signed acceptance of the amount and payment terms is required before work will commence. If the client's original requirements change, we reserve the right after suitable consultation to amend the original quotation.

Payment can be made by cheque, payable to LGS Services or by BACS (bank details available on request)

We reserve the right to charge interest under the Late Payment of Commercial Debts (Interest) Act 1998, on overdue amounts at the rate of 8% over the Bank of England base rate on the outstanding balance. If a cheque is refused by the bank, the client will be responsible for all bank charges resulting from the returned cheque.

For companies in UK an invoice will be submitted with the completed work. For amounts over £50, either a signed acceptance of the quotation and terms and conditions or payment of a third of the total amount is due before work will commence. Payment is strictly 30 days from the date of the invoice.

For individuals in UK a signed acceptance of the quotation and the terms and conditions is required before work will commence. For amounts less than £30, an invoice will be submitted with the completed work and payment is due strictly by return. For amounts over £30, payment of a third of the total amount is due with the initial instructions, with the balance payable on satisfactory completion of the work. An invoice will be submitted with the completed work and is payable strictly by return.

For individuals and companies outside UK a signed acceptance of the quotation and the terms and conditions is required before work will commence. A company purchase order (or order on company headed paper cleared with your accounts department) is required before work will commence. Please note we do not accept credit cards, and all invoices will be submitted in £ sterling and may be subject to an exchange rate surcharge. Payments to be made by direct bank transfer immediately upon receipt of completed and satisfactory work.

For bulk mailings the price includes printing, folding and stuffing envelopes but NOT the cost of postage. However, if you require us to post everything for you, all postage costs must be paid in advance.

For retainer packages - invoices will be submitted in advance on the 1st of each month for that month's hours and are due for immediate payment. Please note all work for a client will cease if payment is not received by the 10th of each month.

All telephone costs will be charged as necessary.

Please note

- Final responsibility for proof-reading errors in completed work (including manuscripts, dissertations) rests with the client. LGS Services can accept no responsibility for errors found after submission but will gladly correct any found within a reasonable time frame. If errors are found in the work, they will be rectified free of charge but they must be notified within 24 hours of receipt of completed work or within 5 working days for work of more than 5000 words.
- All incoming emails, files or disks will be scanned for viruses. However, even after scanning we will still not open unsolicited attachments to emails or emails containing no message alongside the attachment.
- Back-up copies of client files may be kept for a period of one year only. After that time, any retained files will be deleted.

Ongoing support from LGS Services for Assistant Clerk and RFO

6 February 2018

In addition to the support provided by LGS and covered in the contract dated 29 January 2018, LGS will provide ad hoc support (usually by telephone) for the Assistant to the Clerk and RFO. This support will be charged at £20 per hour. LGS will invoice for time spent on support. In addition, LGS will provide cover for meetings to include minute taking and preparation of draft minutes for circulation. LGS anticipate preparation of minutes to take 1-2 times length of the meeting (ie minutes for a 3 hour meeting will take 3-6 hours to prepare). This is also charged out at £20 per hour. In addition, their staff charge mileage.

It is difficult to anticipate how much support will be required. At this time, we have requested cover for the Parish Council meeting on 26 February 2018. Based on the above, I would suggest setting a limited of 30 hours support initially. LGS will advise when we approach the limit of the support available.

Claire Littlewood

Assistant to the Parish Clerk