Swallowcliffe Parish Council
Additional meetings costs
Annual Council Meeting May 2019

Background:

The Parish Council meet five times per year, four normal meetings and the annual meeting in May. The Council has a process for dealing with planning applications outside the four normal meetings, as part of this process members can request that an additional formal meeting is held. Beyond this there maybe other matters that come up within the year that could lead to an additional meeting being called.

While the Council are entitled to call additional meetings throughout the year, it should be noted that such additional meetings come at a cost to the public purse. The document underlines the additional costs that will be incurred for each additional meeting held in the year should one be called.

Additional meeting work:

Upon the calling of an extra meeting the Clerk will need to draft a legal agenda, this may include background research. Liaise with Members and the Village Hall secretary to book the Hall on the most convenient night. There is the cost of printing and posting of the agenda. The Clerk will also need to attend the additional meeting, write the minutes of the minutes and carryout of any of the actions arising from the meeting.

Agreed additional costs:

If an additional meeting is called, then it is requested that the Council agree the Clerk will automatically be paid for an additional 10 hours work. Members should also note the possible cost of stamps, envelopes and printing as well as the definite cost of hall hire.

- Clerks time £110
- Hall hire £15
- Stamps, printing, envelopes £5
- The total cost of each additional meeting is therefore around £130

Given that additional meetings carry extra cost to the Council, Members are asked to reflect very carefully before requesting such a meeting.

Recommendation:

The Council accepts the principal of this document and adopts the policy of an automatic 10-hour payment to the Clerk in the event of additional meeting being called.