

# IRBY UPON HUMBER PARISH COUNCIL

Vicky Haines  
Proper Officer / RFO  
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Dear Councillors,

28<sup>th</sup> April 2025

You are summonsed to attend the **Extra-Ordinary Meeting of Irby Upon Humber Parish Council** to be held on **Friday 2<sup>nd</sup> May 2025, Commencing 19.30** at **St Andrews Church Hall, School Lane, Irby**

The business of the meeting is detailed below, please contact the Proper Officer prior to the meeting to offer your apologies if you are unable to attend.

The meeting is open to members of the public for public participation and there will be an opportunity for members of the public to address the council prior to the council meeting commencing.

## Public Participation

The time will be restricted to 15 minutes maximum unless the council decides otherwise. Items relating to matters on the agenda will be taken first and members of the public should note that decisions not on the agenda are unable to be resolved by the council.

Yours Faithfully

*Mick Moody*

## AGENDA

- 2505/1     **Apologies**  
To note any apologies of absence
- 2505/2     **Declarations of interests / dispensations**
- a. Declarations of Interests, in respect to agenda items to be made and recorded in the minutes even if an interest has been declared on the register.  
**COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS**
  - b. For the Council to note any dispensations presented to the clerk prior to the meeting and their resolution.
- 2505/3     **Resignation of Clerk**  
To formally accept the resignation of the council Clerk
- 2505/4     **Appointment of Clerk / RFO**  
To formally appoint Vicky Haines as the acting Clerk / RFO for Irby Upon Humber Parish Council with immediate effect
- 2505/5     **Minute approval**  
To receive and approve as a true and correct record the minutes from the ordinary meeting of the council that took place 17<sup>th</sup> April 2025
- 2405/6     **Finances**  
To approve the following:
- (i) All Bank reconciliations for months April 2024 – March 2025 and confirm each

reconciliation tallies with the bank statement

(ii) Q1,Q2,Q3,Q4 and final comparison budget monitoring

- 2405/7 **Website**  
To consider the change of website host to Kyanite costing the following  
**First Year - £130.45 - Initial set up charge, £253.32 - Annual Maintenance and Hosting package (inc. SSL Certificate) - £383.77 - Total**
- Subsequent Years**  
£253.32 - Annual Maintenance and Hosting package (inc. SSL Certificate) – **£253.32 - Total**  
Prices include VAT
- 2405/8 **Payroll**  
To approve £195 per year plus £50 set up fee to appoint a payroll provider ensuring the parish council are paying the correct NI and tax
- 2405/9 **Clerk mileage**  
To approve the new clerk's mileage of £56.70
- 2405/10 **PKF Littlejohns objection response**  
To approve the PKF Little Johns response to the raised objections
- 2405/11 **General correspondence**  
To receive any correspondence
- 2405/12 **Agenda for next and future meetings**  
To take note of any items for the next or future agenda.
- 2405/13 **Date of next meeting**  
To confirm the date, time and location of the next meeting(s) as (subject to any change in circumstances):
- Thursday 15<sup>th</sup> May 2025 – 7pm – Annual Meeting of the Parish  
Thursday 15<sup>th</sup> May 2025 – 7.30pm Annual Meeting of the Council
- 2505/14 To resolve the exclusion of the Public & Press, under powers granted by the Local Government (Public Bodies Admission to Meetings) Act, section 1(2), owing due to the confidential nature of the business be discussed
- 2405/15 **Clerk Contract of employment**  
To approve and sign the Clerks contract of employment