

IRBY UPON HUMBER PARISH COUNCIL
MINUTES of the EXTRA-ORDINARY MEETING HELD at ST ANDREWS CHURCH
HALL on FRIDAY 2nd MAY 2025 at 19.30

Councillors Present: Cllr M Moody (Chair), Cllr E Rooke (Vice-Chair) and Cllr N Cleve
Members of the public: 0

Public Participation – No members present

2505/1 **Apologies**

Apologies were received by Cllr D Fuller

2505/2 **Declarations of interests / dispensations – None declared or received**

2505/3 **Resignation of Clerk**

Proposed: Cllr Moody, Seconded: Cllr Cleve

Resolved: That the council unanimously resolved to accept the Clerks resignation and the council confirmed they are presently liaising with the former Clerk regarding final wages and expenses

2505/4 **Appointment of Clerk / RFO**

Proposed: Cllr Moody, Seconded: Cllr Cleve

Resolved: That the council unanimously resolved to appoint Vicky Haines as Clerk and RFO for Irby Upon Humber Parish Council effective from 23rd April 2025

2505/5 **Minute approval**

Proposed: Cllr Moody, Seconded: Cllr Rooke

Resolved: That the council discussed the resolution as detailed on the previous minutes for the meeting dated 17th April 2025 item 25-23 and unanimously agreed that the resolution was to obtain further advice and that a response to the external auditor and objector was not clarified

2505/6 **Finance Approval**

Proposed: Cllr Moody, Seconded: Cllr Cleve

Resolved: That the council unanimously resolved to approve all the bank reconciliations for months April 2024 – March 2025 and the Chair confirmed each reconciliation tallies with the bank statement

Proposed: Cllr Moody, Seconded: Cllr Cleve

Resolved: That the council unanimously resolved to approve the Q1,Q2,Q3,Q4 and final comparison budget monitoring documents

2405/7 **Website**

Proposed: Cllr Moody, Seconded: Cllr Rooke

Resolved: That the council unanimously resolved to appoint Kyanite to the host Irby Upon Humber website

2505/8 **Payroll**

Proposed: Cllr Moody, Seconded: Cllr Cleve

Resolved: That the council unanimously resolved to approve S Smith Accountants as Irby Upon Humbers payroll provider

2505/9 **Clerk mileage**

Proposed: Cllr Moody, Seconded: Cllr Cleve

Resolved: That the council unanimously resolved to approve £56.70 to the Clerk for mileage

2505/10 **PKF Littlejohns objection response**

Proposed: Cllr Moody, Seconded: Cllr Cleve

Resolved: That the council unanimously resolved to the objection response and that the Clerk is to submit to the objector and PKF Littlejohns

2505/11 **General correspondence – None received**

2505/12 **Agenda for next and future meetings**

- Policies

2505/13 **Date of next meeting**

Thursday 15th May 2025 – 7pm – Annual Meeting of the Parish
Thursday 15th 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 – **No press or public present**

2505/15 **Clerk Contract of employment**

Proposed: Cllr Moody, Seconded: Cllr Cleve

Resolved: That the council unanimously resolved to approve the Clerks / RFOs contract of employment and that the document is to be revised and formally signed at the next meeting

Meeting Closed: 20:34