

Stokenchurch Parish Council

- c. CIL- The previous RFO had collated the past four years' CIL documents, and these will now be published on the website.
- d. Indemnity insurance- after research was undertaken, it was acknowledged that indemnity covered the council as a body, and any individual carrying out the instructions of the council was therefore covered by the council's indemnity insurance. The clerk will request the insurance indemnity certificate and ensure that it is easily accessible. **Proposed CW Seconded RB**
- e. Regarding the Hall booking request to place a tent on the field for the festival celebration in early March. The councillors resolved to invite the organisers to the next meeting. There was a suggestion to offer the organisers the use of the common. The councillors decided to contact Deepak, who was the trustee of the cultural centre, about the possibility of the festival organisers using the cultural centre's facilities. There were some concerns, which needed to be raised: whether the organisers will be putting down flooring to minimise damage to the common, that they provide indemnity insurance for the event, and to stress that no parking on the common would be permitted. SB agreed that she would contact the organisers. **Proposer AS, Seconder SB**
- f. UKMATS – the clerk to terminate the contract and have the company collect their door mat. We would use the mat in the office.
- g. Regarding the issues with DB cleaners, there had been no feedback from the company regarding any of our complaints. The December payment had been submitted, and this was to be the final payment. VJ would arrange to get the hall key returned.
- h. Volunteer- for the office. RB had agreed to do some research to identify the appropriate wording for a contract to engage the services of a volunteer. The volunteers' roles and responsibilities would be discussed in the next meeting.
Proposed RT, seconded CW
- i. **AOB**
 - i. To confirm the T&Cs for a fire service review with the local fire department, Andrew had agreed to proceed with this matter.
 - ii. The clerk mentioned that the council has their monthly meeting too early in the month, and this may be the reason that there are so many Extraordinary Meetings during the year. CB stated that two is the recommended number of EOMs.
 - iii. Clerk mentioned that there were electronic booking systems available, which would alleviate the high resource overhead required to ensure that parishioners were able to make hall reservations. AS offered to arrange a trial/demo of Hall Master (the cost of the software application was £150)
 - iv. Clerk reiterated his desire to have a payroll processing company run the monthly pay submissions. SB mentioned that she already had one quote for this service. The clerk would forward details of an additional organisation to submit a quote

The Meeting finished at 21:40

Approved by Chairman 

Signed: Clerk _____ 4th February 2026