

**EXTRA ORDINARY MEETING OF TIBSHELF PARISH COUNCIL-NEIGHBOURHOOD PLAN ONLY**

**Held 7:00 pm on TUESDAY 5<sup>TH</sup> OCTOBER 2021-in the Village Hall  
(Immediately prior to the meeting of the Village Hall Management Committee)**

**Present:** Cllrs A Beckett, P Billington, I Brentnall, M Coupe, G Foley, R Heffer, R Vaughan, D Watson, C Whitehead, S Wood

**In attendance:** Locum Parish Clerk/R.F.O. Mrs Susan Coldwell  
Simon Haddock-Community Member/Design advisor  
Administration Assistant-Sharon Metcalfe (observer only)

No members of the public present

- 1. To receive apologies for absence.**  
Cllr K Salt-work commitments. Apologies accepted
- 2. Declaration of Members Interests.**  
None
- 3. Public Speaking**  
No members of the public present

**NONE EXEMPT ITEMS-NEIGHBOURHOOD PLAN ONLY**

- 4. To recommend approval to apply for grant funding for the costs of the Neighbourhood Plan exhibition**  
Cllr M Coupe explained the reason behind arranging this meeting which was that the deadline to apply for funding from 'Locality' was after the meeting of the Parish Council to be held 21 October 21 and that, at the meeting of the NPSG, this was discussed to arrange as an urgent matter.  
  
Simon Haddock explained that some items would need to be purchased prior to receiving grant funding or the Exhibition could not be held  
  
Cllr A Beckett explained the financial regulations which referred to date of receipts, goods paid for out of parish council funds before grants were received.  
  
The R.F.O. also asked for clarification on what exactly was required before funding received.  
  
Simon Haddock estimated that the expenses required will be approximately £200  
  
Cllr A Beckett reminded the council that there was a 'contingency fund' of £5,000 or Section 137 Budget area  
  
Cllr A Beckett proposed for the steering group to apply for funding and provisionally allocate an amount from the council funds until the grant was received and that all payments are to be made via the Locum Clerk/R.F.O.  
  
Cllr R Heffer 2<sup>nd</sup> offered support if needed. All in favour

**5. To approve the printing of the Neighbourhood Plan documentation on the photocopier belonging to the Parish Council which includes paper to a maximum of £1,200**

Details of the costs were circulated with the agenda which had a minor change after the meeting of the NPSG; that was the quality of paper required of Premium 100g was more expensive than the 80g thin copier paper which was calculated.

All members approved this cost.

Cllr M Coupe informed the Council that, towards the end of the financial year, there may be a need to apply for further funds and asked that the Council agree approval in principal.

Cllr A Beckett said this was not appropriate but encouraged the steering group to consider the timings and, if necessary, an Extra Ordinary meeting could be called to approve.

The meeting finished at 7.30pm