

**Lanhydrock Parish Council: Minutes of Extraordinary Closed Meeting  
held at Trebyan House at 18:30 on Wednesday 7<sup>th</sup> September 2016**

**Administration**

In attendance: Cllr. J.A. Coode (Chairman) Cllr. M. Coad, Cllr. W. Ayres, Cllr. P. Miller and S. Knight (Clerk)

Apologies: Cllr. A. Hill.

Declarations of Interest: None.

**Business**

1. The Council agreed to pay its former clerk, Mrs J. Hoskin, the sum of £159.42, this being made up of £102.02 final salary owed to her for August 2015 (the final month of her three-month notice period) and £57.40 holiday pay accrued up to her termination date of 31<sup>st</sup> August 2015. Taking into consideration PAYE tax at 20%, the payment was broken down as follows:

Recipient	Cheque No.	Reason for payment	Amount
Mrs J. Hoskin	100245	Final salary & holiday pay	£127.62
HMRC	100246	PAYE Tax on the above	£31.80

**Proposed by:** Cllr. Coad      **Seconded by:** Cllr. Ayres      *Carried: nem con*

2. The Council approved a letter from Lanhydrock Parish Council to Mrs J. Hoskin, to accompany the payment agreed above. The Clerk agreed to type up the final letter and to send it to Mrs Hoskin via recorded delivery, also enclosing her P45.
3. The Council agreed to send two representatives to the Rural Parish Meeting to be held on 27<sup>th</sup> September at Lanivet Parish Hall. The Clerk and Cllr Miller volunteered to attend.
4. Cllr. Coode signed the Mandate Change Form to add himself as a signatory to the Parish bank account and to remove Jeff Chapman.

**Meeting Closed at: 19:30**

**Signed and Accepted as a correct record**

*M. Coad.*