



MINUTES OF THE PARISH COUNCIL MEETING

HELD TUESDAY 11TH AUGUST 2020

6.00 PM VIA ZOOM

Aug 2020

PRESENT: CLLRS: LAND – CHAIRMAN, EWART, COOPER, RAFTERY, STARLING AND FIELDER.

01. Chairman opened the meeting, welcomed fellow Councillors

02. APOLOGIES; Cllr Carpenter, Cllr Blandford, Cllr Coulter and Cllr Powell. Having been received prior to the meeting, apologies were accepted from the councillors listed.

03. Confirmation of Minutes of last meeting held Monday 9th March 2020.

Having been previously circulated (in March) the minutes were agreed as a true record. Proposed by Cllr Ewart, seconded by Cllr Fielder and unanimously agreed by all present.

04. Declaration of Members Interest: There were none.

AGAR and End of Year accounting document review

05. End of year accounts 2019/20

Chairman gave a brief summary of the finance committee working group discussion that took place in July with accountant Maurice Howard, who had prepared the end of year accounts. Having been previously circulated for review by councillors prior to the meeting, there were no questions or concerns regarding the accounts and Chairman Land proposed that they be approved, Cllr Fielder seconded and this was unanimously agreed.

06. Internal Audit

Chairman provided overview of the internal audit report prepared by Michelle Curtis, which had been circulated prior to the meeting drawing attention to the points that had been raised and the actions taken to address them. It was agreed that most of the issues raised were as a result of legacy issues that had taken time to resolve and that the council were aware of and that measures were now in place to prevent these from reoccurring. Chairman proposed that the council was in agreement with the findings and recommendations of the audit report, Cllr Cooper seconded and this was unanimously agreed.

07. Asset register/inventory document

Having been previously circulated there was little discussion regarding the asset register, other than the possibility of having the bookcase that is located at TTC revalued, which Cllr Ewart stated he would look in to. Chairman Land proposed that the asset register/inventory was approved, the motion was seconded by Cllr Ewart and unanimously agreed.

08. Risk Assessment and Internal controls

Having been discussed by the finance working group and previously circulated to all councillors, Cllr Ewart proposed that the risk assessment and internal controls document be approved, this was seconded by Cllr Fielder and unanimously agreed.

09. Annual Governance & Accountability Return (AGAR) - Annual Governance statement 2019/20

The clerk explained that due to the findings of the internal audit regarding compliance with financial regulations, the council would need to answer 'No' to sections 2 and 3 of the Annual Governance statement in section 1 of the AGAR. Chairman Land proposed that this should be approved in line with the clerks recommendation, Cllr Fielder seconded, unanimously agreed.

10. Annual Governance & Accountability Return (AGAR) – Accounting Statements 2019/20

Having been prepared by accountant Maurice Howard and previously circulated, the council concluded that they were prepared to approve the accounting statement in section 2 of the AGAR. Chairman proposed, Cllr Ewart seconded, all in favour.

11. Update to council on finances during COVID

Having been previously circulated the council were satisfied that payments made under delegated responsibility by the Clerk were made appropriately. Cllr Ewart raised the issue of the over payment to Shirley in May and a brief discussion took place. Cllr Starling pointed out that as there are no records of salary payments from when Shirley started in the early 80's it is quite likely that she would have been paid a month in arrears anyway. Cllr Fielder proposed that this should not be clawed back, Cllr Ewart seconded, unanimously agreed.

The following payments were also agreed:

Payment of upcoming invoice for Maurice Howard for £1500.00 (advised but not yet received) for accounting work completed on behalf of TPC.

Signs for Social Club car park: Due to continued use of the social club car park by people using the playing field, The Social Club have requested that the council pay for signs to be displayed in the car park reminding people that it is a private car park for the use of social club patrons only. The cost of 3 signs is £93.60. Chairman Land proposed, Cllr Raftery seconded. All in Favour.

12. Remuneration and office allowance

Chairman proposed that the pay increase to £11.88 per hour (scale point 15) recommended by Maurice and the finance committee and the home office allowance increase set by HMRC be approved, Cllr Cooper seconded and all were in favour.

13. RFO responsibilities

Chairman explained that Maurice has offered to stay on as acting RFO until 31st December (if not before) in order to complete handover of finance function which had been suspended due to COVID and finance committee's recommended hourly rate for Maurice of £20 p/h. Chairman Proposed, Cllr Ewart seconded, all in favour

14. Lockyers Wood Picnic Area

Further to recent suggestions and discussion about providing a designated picnic area with bench tables in Lockyers wood, the Chairman proposed that the council should allocate a budget of up to £1000 for suitable picnic tables to be used within the Lockyers wood setting, Cllr Ewart seconded and it was agreed that Cllr Coulter (absent) should have the final decision on choice of bench(es) as this has been her project. All in favour.

15. Agree date of next meeting

As the zoom meeting worked well, it was unanimously agreed that we should resume our monthly council meetings on the second Monday of the month at 7.00pm to be held via zoom (or alternative online meeting arrangement) until normal face to face meetings can resume. Therefore, the next meeting will be on Monday 14th September at 7.00pm

16. Close of Meeting

There being nothing further to discuss, the meeting finished at 7.10pm