SWALLOWCLIFFE PARISH COUNCIL

Minutes of the **Annual Council Meeting** held via online videoconferencing on **Thursday 21**st **May 2020** at 7:00pm

Present: Cllr. S Banas (Chairman)

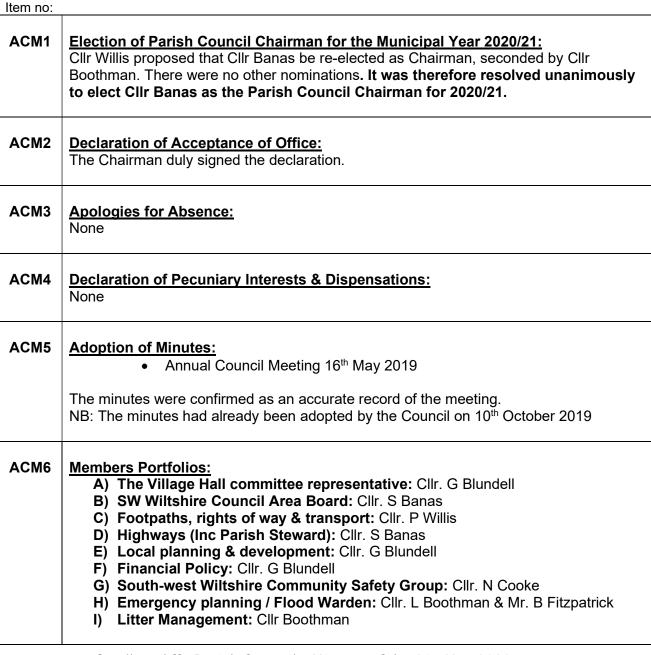
Cllr. L Boothman Cllr. G Blundell Cllr. N Cooke Cllr. P Willis

In Attendance: Simon Pritchard (Parish Clerk)

Members of the Public: 1

Public Participation:

The Member of the Public stated that he was attending the meeting to contribute towards agenda item: ACM18



ACM7 HR Panel Membership 2020/21: Councillors Boothman & Banas appointed with, Cllr Cooke as a reserve member. ACM8 **Delegated Power – Planning Applications:** It was proposed by the Chairman that the same arrangements stay in place, seconded by Cllr Willis and resolved unanimously ACM9 Assets Register 2020/21: It was agreed to value the noticeboards at £1000 each for insurance purposes. It was confirmed that the wooden bench is the one by the bus stop, not the round one belonging to the Church in the old cemetery. The asset register was duly adopted. ACM10 Risk Assessment 2020/21: A question was raised, given the current circumstances of a global pandemic, as to what would happen if the council become incapacitated and unable to hold a guorate meeting or if the Clerk become incapacitated. The Clerk suggested that he could look at putting a policy in place that would deal with both eventualities. The risk assessment was duly adopted. ACM11 Insurance Renewal 2020/21: The Clerk had sent the insurance broker the asset register on April 23rd well in advance of the renewal date and had asked for a quote based on the current estimated value as recorded in the register. As nothing had been received by May 13th the Clerk had to chase the broker who supplied the insurance premium the same day. Since then it is been spotted that the details within the policy do not reflect the asset register that was supplied to them. The Clerk has asked for this to be corrected and for the insurance vale to reflect what was asked for. Members approved payment of the premium for £231.03 ACM12 Annual Membership Renewal: 2020/21 Members resolved to remain in the membership of WALC and approved the payment of £83.56. ACM13 **FINANCE:** A. End of Year Outturn 2019/20: Members received and approved the bank reconciliation to March 31st including the listing of all payments and the budget outturn. B. Earmarked Funds Review: He Council had received £643.87 from the now defunct Swallowcliffe Society to be put towards a project for the Village. A vote of thanks was proposed by Cllr Blundell for the Swallowcliffe Society, seconded by Cllr Willis and resolved unanimously. Members agreed that the money would be put into the General Reserve until a suitable project comes up. All other earmarked funds were left as they were.

	C. To Appoint Bank Signatories 2020/21: Members agreed to keep the signatories the same as last year (Councillors Banas, Boothman & Blundell)		
ACM14	Internal Audit Report 2019/20: The internal audit had been carried out by the council's internal auditor. The auditor was about to give a positive response to all the statements on the internal audit report but noted a few sets of minutes that had not been signed. She also noted the need of one member to be checking the bank reconciliation against the bank statements and to sign to say they had done so. The clerk reported that this was quite simple to implement and that he would do so as soon as the council was able to have in-person meetings again. Members approved the internal audit report and thanked the Clerk for his efforts in getting it done.		
ACM15	Annual Governance Statement 2019/20: Members read thorough the statements and considered that yes could be ticked in every box. It was resolved to give a yes response to every statement.		
ACM16	Accounting Statements 2019/20: The Clerk had drafted this, and it had been circulated. Members resolved that the assets value should be updated to read £2,688 in line with the current asset register. The accounting statement was approved.		
ACM17	Declaration of the Council being Exempt from External Audit: It was proposed by the Chairman that the Council declare itself as being exempt from External Audit, seconded by Cllr Cooke and resolved unanimously.		
ACM18	<u>Ultrafast Broadband Opportunities for the Village:</u> After much discussion is was agreed that the Parish Council should make residents aware of the benefits of Ultrafast (full fibre) for the village. CIIr Willis agreed to draft a communication on the topic. Action – CIIr Willis		

Meeting Closed at 20:43

Signed Chairman:	Date:	

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Next Meeting: Thursday 23rd July 2020 @ 7:00pm