

# Hemswell Cliff Parish Council

20 July 2020

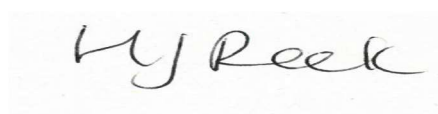
Dear Councillor

## Ordinary Meeting of the Parish Council

You are hereby summoned to attend an Ordinary Meeting of Hemswell Cliff Parish Council to be held on **Monday 27 July 2020**, commencing at **7.30pm**, in the Main Hall at **Hemswell Cliff Primary School**.

We have carried out a comprehensive risk assessment and have put into place mitigation measures to reduce the inherent risks associated with Covid 19. The risk assessment accompanies this agenda. Please ensure that those shielding or isolating should not attend the meeting unless Government Guidance changes in the meantime.

The agenda for the meeting is set out below.



**H Reek**  
Clerk to Hemswell Cliff Parish Council

## Agenda

Agenda Number	Item
1	<b>Apologies</b>
	<b><u>Procedural items</u></b>
2	<b>Declarations of interest</b> To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests.
3	<b>Public Questions</b> In accordance with Standing Order 3 (e–k), members of the public may ask questions in respect of any item of business included in the agenda. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public may only speak once and for no longer than three minutes. <b><i>The meeting will be adjourned to allow for public questions.</i></b>

<b>4</b>	<p><b>Minutes of the Ordinary Parish Council Meeting held on Monday 2 March 2020.</b> Council to consider approving the minutes as a true and proper record.</p>
<b>5</b>	<p><b>Notes of the Ordinary Parish Council Meeting held on 6 April 2020</b> Council to consider approving the notes as a true and proper record and to ratify the decisions taken.</p>
<b>6</b>	<p><b>To receive any updates (if any) from the Chairman, Clerk, County or District Councillor.</b></p> <p>It is preferred that any updates be circulated by email to reduce the duration of the meeting.</p>
<b><u>Business Items - Motions Requiring Written Notice</u></b>	
<b>7</b>	<p><b>Finances</b> <b>A) Payments for approval</b> Council to ratify all payments made between April and July 2020 – all costs will indicate whether VAT is included:</p> <ol style="list-style-type: none"> <li>1) Total Accounting – payroll for March to July plus year end and pension work £35 plus VAT (this is a regular monthly payment for payroll).</li> <li>2) HP Inc UK Limited (reimbursement the Clerk for printer toner) £99.16 plus VAT.</li> <li>3) BHIB Insurance renewal £610.44</li> <li>4) Smart Water annual renewal £99 plus VAT</li> <li>5) CCTV monitoring for 2020/21 £1,000</li> <li>6) 11 IONOS – various amounts £5.97 plus VAT (mailboxes), £5.94(virus scan), £185.98 annual nationbuilder costs and £15.96 (domain costs).</li> <li>7) Open Plan – Neighbourhood Plan £3,101.76 plus VAT</li> <li>8) LALC annual membership £222.14</li> <li>9) Urban Arborist revised amount for Tree works £1,500 (plus VAT)</li> <li>10) Transfer to reserve - £500</li> </ol> <p>Council to note that the following payments were made between the last meeting of Council and this one for contractual or legal reasons, or made through delegated powers:</p> <ol style="list-style-type: none"> <li>1) Helen Reek Clerk Pay from April to July.</li> <li>2) HMRC April to July.</li> <li>3) Glendale Managed Services Grounds Maintenance monthly payments of £159.75 (plus VAT)</li> </ol> <p><b>B) Budget 2020/21</b></p>

	<p>To ratify the budget position and bank reconciliation for periods 1 to 3 of 2020/21 (April to June) for both the current and reserves (all information circulated by email).</p> <p><b>C) Annual Governance and Accountability Return (AGAR) 2019/20</b></p> <ul style="list-style-type: none"> <li>(i) To confirm the appointment of the internal auditor.</li> <li>(ii) To receive the report of the internal auditor and the Clerk's, as Responsible Financial Office (RFO), response.</li> <li>(iii) To receive the Year end accounts for the year ended 31 March 2020, to be signed by the Chairman and Clerk.</li> <li>(iv) To approve the Annual Governance Statement (Section 1 of the AGAR for the financial year 2019/20 and authorise signing by the Chairman and Clerk; and</li> <li>(v) To approve the Accounting Statements (Section 2 of the AGAR) for financial year 2019/20 and authorise signing by the Chairman and Clerk.</li> <li>(vi) To agree the period for the Notice of Public Inspection.</li> </ul>
8	<p><b>Contingency Planning</b></p> <p><b>A) Safety Statement</b> Council had resolved to suspend scheduled public meetings for an initial four month period from April 2020. There is no intention to have any further scheduled meetings until NALC advise that we can unless there is a matter that is not delegated to the Clerk and it is necessary to convene a meeting.</p> <p><b>B) Suspension of Standing Orders</b> Council to continue to give delegated authority to the Clerk (in consultation Chairman/Vice Chairman of the respective substantive committees (i.e. Admin, Planning, Personnel)) to: suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council until the end of September 2020 unless circumstances dictate and we can convene scheduled meetings. The Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented to a future meeting for scrutiny.</p> <p><b>C) Orders for Payment</b> Council to discuss if the Clerk in consultation with the Chairman continues with delegated responsibility for the authorising and signing of payments put measures in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery with ratification by the Parish Council to be made at the earliest and safest opportunity.</p>

<b>9</b>	<p><b>Ball Park Maintenance</b></p> <p>To ratify the decision taken to award the contract for ball park maintenance to Synthetic Turf Maintenance at a cost of £395 for an initial visit and to consider any additional visits thereafter.</p>
<b>Next Ordinary Meeting</b>	
<b>10</b>	<p><b>Actions to be undertaken before the next Ordinary Meeting</b></p> <p>A list of specific actions will be made that need to be undertaken before the next meeting. Any items raised for decision will appear on the agenda for the next meeting.</p>
<b>11</b>	<p><b>Date and time of the next Ordinary Meeting</b></p> <p>To confirm date and time of the next meeting, provisionally scheduled for Monday 7 September 2020, starting at 7.30pm, if advised accordingly by NALC.</p>