

## Melchet Park & Plaitford Parish Council

### *Minutes of meeting held by video/telephone conferencing on 18<sup>th</sup> May 2020*

#### **Present**

K Curtis (Chairman)  
AW Porter

S Bowles  
CS Stacey

N Curtis

#### **22/20 Apologies**

Apologies were received from Cllrs JPA Robson and G Bailey (TVBC).

*23/20 The minutes of the 16<sup>th</sup> March 2020 meeting were agreed and signed.*

#### **24/20 Interests**

No interests were declared.

#### **25/20 Matters Arising**

The Clerk reported that Mr R Kellett-Clarke had made no progress with his broadband enquiries because OpenReach was delaying due to the Covid-19 pandemic.

#### **26/20 Clerk's Report**

The Parish Council had received an email regarding parking opposite Forest View. The Clerk had responded by suggesting that the use of the area by the contractors repairing Sherfield English Lane should be raised with HCC and that more generally vehicles had been parked there for at least the last 40 years to her knowledge.

#### **27/20 Members' Reports**

The Chairman observed that although not all members of the Council were sufficiently IT enabled to use video conferencing it had been possible to make ad hoc arrangements such that all could take part. Physical meetings had been banned due to the Covid-19 pandemic.

#### **28/20 To consider Cllr Robson's reason for absence**

The reason cannot be noted due to GDPR but all members were aware of it. Cllr N Curtis proposed and Cllr Stacey seconded that the reason should be approved: this was resolved. The Chairman observed that Cllr Robson's contribution to the work of the Council was very valuable and this was agreed by everyone.

#### **29/20 Finance**

Since the meeting was being held virtually all relevant documents had been distributed in advance.

##### **a) End-of-year 2019-2020**

- i. The end-of-year Budget Report (2019-2020) had been previously distributed.
- ii. Cllr N Curtis proposed and Cllr Stacey seconded that the end-of year accounts (2019-2020) should be approved: this was resolved.
- iii. Cllr K Curtis proposed and Cllr Stacey seconded that the end-of-year (2019-2020) Bank Reconciliation should be signed as correct: this was resolved.

##### **b) Current Year**

- i. The Budget Control Report for the current month had been received.
- ii. Income of: £1600 from TVBC (precept) and £31.92 from HMRC (VAT refund) was noted.
- iii. Direct debits of: £18.00 Unity Trust Bank at the end of the last financial year (bank charges) and £134.60 to HMRC (PAYE) were noted.

18<sup>th</sup> May 2020

- iv. Cheques numbered 331-334: £200.14 to HALC (membership); £60.00 (£50.00 net of VAT) to Hamilton Associates (internal audit); £218.96 to Zurich Municipal (insurance); £269.40 to J Wright (Clerk's salary) were approved for signing.

**c) AGAR 2019-2020**

- i. Cllr Bowles proposed and Cllr Porter seconded that this Council met the requirements for issuing a Certificate of Exemption from a limited assurance review: this was resolved.
- ii. The Annual Internal Audit Report was noted.
- iii. Cllr Porter proposed and Cllr Stacey seconded that each item on the Annual Governance Statement could be affirmed (except for item 9 which was not applicable) and the document should be signed as such: this was resolved.
- iv. Cllr K Curtis proposed and Cllr Bowles seconded that the Accounting Statement should be signed as correct: this was resolved.
- v. The year-on-year variations were noted although these were too insignificant to be required for the audit purposes.
- vi. It was agreed that the dates for the Notice of Public Rights could remain as usual and commence on the 15th June 2020.

*Meeting closed at 7.55 pm*

**Date of Next Meeting**

20<sup>th</sup> July 2020. The location is to be determined.