

Donington with Boscobel Parish Council

Meeting of Donington with Boscobel Parish Council on
Tuesday 19th May 2020 at 7pm
Held on Zoom

20.01 Welcome by the Chair

The Chair welcomed Shropshire Councillor Ed Bird to the meeting, also appearing in the Zoom meeting room were the Parish Clerk, Cllr Christine Jones and Cllr Robert Parry. Cllr David Dale was present in audio.

There was a concern at technical issues as the Clerk received an email message that Cllr Chris Wilson was waiting to join the meeting but he did not appear in the meeting room to add in. Cllr David Beechey called the Clerk to say he was experiencing technical difficulties in joining the meeting.

20.02 Apologies for absence and reasons:

Cllr White – Health
Cllr Thompson – Family Commitment
Cllr Hickman – Personal Commitment
Cllr Kirton - Personal Commitment

The above apologies were noted and accepted.

It was noted that Cllrs Beechey and Wilson had experienced difficulties in accessing the meeting room.

20.03 Declarations of Interest: a) Pecuniary b) Personal

There were none at this time.

20.04 Minutes:

It was **resolved** that the minutes of the Council meeting held on Tuesday 17th March 2020 were accepted as a true record.

Cllr Williams, in the Chair, noted that he had not been present at this meeting.

20.05 Matters Arising

a) Assets Register

It was **resolved** to accept the updated Asset Register

It was noted that it would need updating it in the upcoming year.

20.06 New Business

a) Financial Regulations

The financial regulations have been updated to reflect that petty cash is no longer in use.

It was **resolved** to approve the updated Financial Regulations

b) Online Banking

The Clerk reported that NALC had advised her that the safest option for Parish Councils was the Clerk administering the setting up payments with the authorisation of two signatories.

Cllr Parry said as a precaution it should be ensured that there were more than two signatories able to authorise online payments, he suggested that there should be at least three signatories available.

It was **agreed** that the Council should proceed to operate online banking. The Council should move towards setting up a system with the Clerk as administrator with two signatories approving payments.

c) Online meeting

There was some discussion on whether the Council should consider subscribing to the online Zoom meeting system. Cllr Dale thought it should be pursued, Cllr Jones thought that cost options should be looked into and also questioned if having an upgraded subscription would prevent some of the accessibility technical issues. Cllr Parry thought that £100 out of the year's budget would be a reasonable investment, and mentioned that it would allow people to join the meeting who might not otherwise be able to for health reasons or disability.

It was **agreed** that the Clerk should look into payment options.

The suggestion was made of a trial meeting. The Chairman said that there had been a trial meeting with the Vice-Chairman and Parish Clerk that had not experienced any hitches but thought this was a good suggestion and advised that he would be emailing all members to set up a trial meeting.

Cllr David Beechey called the Chairman mid-way through the meeting to say he was having technical issues joining the meeting.

d) Clerk's Probationary Period

The Chair reported that he had received an email reply from every member of the Council and it was unanimously agreed that the Parish Clerk has completed her probationary period to satisfaction and was now to be considered as a full employee of the Council.

20.07 Finance.

1. To approve the following payments –

Payee	Item	Amount	Notes	Authority
Came & Co	Insurance 1 year	£837.46	BACS payment	LGA 1972 s.111
DM Payroll	Audit	£100	BACS payment	LGA 1972 s 111
Vanessa Voysey	Clerk's salary (April)	£364.77	BACS payment	LGA 1972 s 112 (2)
HMRC	Tax	£84.60	BACS payment	LGA 1972 s112(2)
Vanessa Voysey	Clerk's Salary (May)	£553.97	Change of tax code – same gross salary as April	LGA 1972 s.112(2)
HMRC	Tax	£0	Not due (change of tax code)	LGA 1972 s.111

It was **resolved** to accept the above payments. The first four were had been made under the delegated authority of the Chairman, Vice-Chairman and Parish Clerk.

2.

I. Bank Reconciliation

It was **resolved** to accept the bank reconciliation for the end of the month of March 2020

II. Spend to date

It was **resolved** to accept the Receipts and Payments to the end of March 2020

III. Internal Audit

It was noted that the Internal Audit was generally good.

It was **resolved** to receive the Internal Audit report

IV. Annual Governance Form

There was discussion on the points on the Annual Governance Statement and agreement that all areas of financial control were satisfactory.

It was **resolved** to approve the Annual Governance Statement

V. Annual Return for 2019-20 to sign the Annual Return for 2019-2020

It was **resolved** to sign the annual return for 2019

VI. Exercise of Public Rights

It was agreed to confirm the exercise of public rights with the starting date of 16th June for 30 days until 16th July.

VII. Donington Pool Management Committee

Cllr Dale said that it had been agreed at a previous meeting that the Management Committee should receive £2500 that had been set aside in the budget at the beginning of the year. It was also noted that there had been a suggestion to provide quarterly reconciliations and annual accounts. There was general agreement that these monies should be paid.

The Parish Clerk said that it should have been put on the payment schedule for this meeting. As delegated powers to spend in accordance with the budget had been given the Parish Clerk, Chairman and Vice-Chairman and that this amount had been included in the budget then this would be acceptable.

It was **agreed** to pay £2500 to the Donington Pool Management Committee for the year 2020-21, and that the committee should be requested to provide accounts once a year and provide a quarterly update and reconciliation.

20.08. Training

Training information is available on

www.alcshropshire.co.uk/training

20.09 Date of the Next Meeting 16th June 2020

Items for the agenda to be notified to the clerk by 6th June

Before closing the meeting, Cllr Williams noted that during the current pandemic and national lockdown, he had managed to contact people at Shropshire Council and had found the service at Shropshire Council had been excellent. There was general agreement and a request that the Parish Clerk note this in an email to Cllr Bird (present) to pass on. Regular bin collections, clearing of fly-tipping and repairing of potholes were mentioned.

Cllr Parry noted that the Parish noticeboards looked a bit bare and suggested that they should be updated with a list of councillors, dates of meetings, contact details of the clerk, web page and social media details.