

## WARBLETON PARISH COUNCIL

To the Members of Warbleton Parish Council

You are summoned to attend a meeting of **WARBLETON PARISH COUNCIL** to be held virtually on **Thursday 23<sup>rd</sup> April 2020 at 7pm** when it is proposed to transact the following business:

Clerk

17<sup>th</sup> April 2020

**MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC  
PLEASE FOLLOW THE ZOOM LINK BELOW TO JOIN**

**Join Zoom Meeting**

**[https://us04web.zoom.us/j/79776598974?pwd=bHRTL2VqWU5WUHppb2RtZHNOS  
E85QT09](https://us04web.zoom.us/j/79776598974?pwd=bHRTL2VqWU5WUHppb2RtZHNOS<br/>E85QT09)**

**Meeting ID: 797 7659 8974**

**Password: 4W2Mr0**

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**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

2.1. Councillors are reminded to declare any interests on any items on this agenda in accordance with Warbleton Parish Council's Code of Conduct

**3. MINUTES – Resolution needed**

3.1. To **resolve** that the minutes of the Council meeting held on 19<sup>th</sup> March 2020 be taken as read, confirmed as a correct record and signed by the Chairman.

**4. REPORTS – Resolution needed 4.3.2.**

4.1. To **receive** reports from District and County Councillors

4.2. To **receive** reports from Parish Councillors

4.3. To **receive** reports from the Parish Clerk

**5. COMMITTEE MINUTES**

5.1. To **receive** the acts and proceedings of the following committee meetings:  
(a) Planning and General Purposes – 3<sup>rd</sup> & 17<sup>th</sup> March 2020

**6. FINANCE – Resolutions needed: 6.1. & 6.3.**

6.1. To authorise the bills for payment and sign the cheques (see report)

6.2. To **note** the Finance Reports to 31<sup>st</sup> March 2020

6.3. To agree the new signatory to sign cheques

**7. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING  
and/or INCLUSION ON A FUTURE AGENDA**

**8. DATE OF NEXT MEETING**

8.1. To note that the date of the Annual Statutory Meeting is scheduled for Thursday 21<sup>st</sup> May 2020 at 7pm, location due to Covid-19 to be confirmed

**9. PUBLIC PARTICIPATION**

9.1. Up to fifteen minutes will be available for the public to make representations, answer questions or give evidence in respect of any item of business included in the agenda, in accordance with Standing Orders.

## 4. OFFICER'S REPORT

### 4.3. To receive report from Parish Clerk

- 4.3.1. Laptop and printer – Both of these items have now been purchased. The laptop is set up but I am still waiting for the printer to arrive. Unfortunately, this does mean all documentation will have to be emailed rather than posted in the meantime.
- 4.3.2. Zoom - As members are aware, we held a practice meeting last week to ensure everyone was able to participate in a virtual zoom meeting. As it appears social distancing will continue for quite some time, I recommend we pay for the Pro plan for Zoom which allows unlimited time for meetings. If we pay annually the cost will be £9.99 a month but if we pay monthly the cost will be £11.99. I recommend we pay monthly as hopefully we will be able to resume normal council meetings within the next six months and we will have no need for zoom.
- 4.3.3. Letter to Barclays – This letter is regarding the change of Clerk details and will need to be signed by Cllr Long and Cllr Wells. A bank mandate has also been requested in order to change the signatories.
- 4.3.4. Website – The website is an outstanding urgent item which I will be undertaking in the next few weeks.
- 4.3.5. Asset Register - The asset register also falls under the above category.
- 4.3.6. Internal Auditor – re minute 00054: The person previously offered the post of Internal Auditor withdrew his offer and so the Locum Clerk arranged for Keith Robertson, one of the people recommended by SSALC to undertake this for the 2019/2020 year. The Council will have the opportunity to review this appointment at the Annual Statutory Meeting in May.
- 4.3.7. External Audit – as part of the health check, Linda continues discussions with PKF Littlejohn regarding the 2018/19 External Audit. She will submit a full report to the Annual Statutory Meeting in May.

## 6. FINANCE

### 6.1. To authorise the bills for payment and sign the cheques

Cheque No.	Payee	£	VAT	£ Total	Purpose
101365	CANCELLED				
101366	Inland Revenue	73.90	-	73.90	Payroll Jan-Mar 2020
101367	Linda A Butcher	1572.68	-	1572.68	To replace cheque 101363-incorrectly signed
101368	Simon P Goacher	124.85	-	124.85	Payroll services 2019-20
101369	Esalc Ltd subscription 2020/21	448.22	-	488.22	Subscription 2020/21
101370	Jackie Cottrell	508.72	-	508.72	Salary
101371	Jackie Cottrell	781.64	-	781.64	Laptop 549.99 Wd/Excel 119.99 Printer/ink 84.98 Highlighters 5.49 Post its 6.19 Punch pockets 6.00 Folders 9.00
101372	Anthony McGaw	50.00	-	£50	Publication of a larger Parish Magazine – including info Covid-19 – waiting for formal request