

MINUTES OF THE REMOTE ANNUAL FULL COUNCIL MEETING OF HOLTON LE CLAY PARISH COUNCIL, HELD VIA VIDEO CONFERENCE USING THE WHEREBY APP. WEDNESDAY 20<sup>TH</sup> MAY 2020 AT 7PM

Present: Councillor P. Rowntree  
Councillor H. Reynolds (Vice Chairman)  
Councillor M. Star  
Councillor S. Sinclair  
Councillor M. Boon  
Councillor T. Brack  
Councillor E. Hatley  
Councillor S. Pratt (Chairman)

No Members of the Public.

**1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2020/21 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE: (CANDIDATES – STEVE PRATT AND PAUL ROWNTREE)**

As per the Parish Council's Standing Orders, voting was by show of hands.  
It was

**RESOLVED:** that Councillor Paul Rowntree be elected Chairman for the year 2020 to 2021.

**2. CHAIRMANS WELCOME:**

Councillor Rowntree welcomed all those present and thanked Councillor Steve Pratt for his service in the previous year as Chairman.

**3. TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2020/21 AND RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE: (CANDIDATE – HELEN REYNOLDS)**

As per the Parish Councils Standing Orders, voting was by show of hands. It was

**RESOLVED:** that Councillor Helen Reynolds be elected Vice-Chair Person for the year 2020 to 2021.

**4. TO RECEIVE APOLOGIES FOR ABSENCE:**

Councillor Warrener and Councillor Green sent their apologies.

(Late amendment to agenda – to add declarations of interest: Councillor Reynolds and Councillor Sinclair declared an interest as members of MERC)

**5. TO APPOINT MEMBERS TO SERVE ON THE COMMITTEES OF THE COUNCIL:**

**- PERSONNEL COMMITTEE (3 MEMBERS INCLUDING CHAIR)**

Councillors Brack, Reynolds and Green were appointed as members of the personnel committee.

**6. TO GRANT DELEGATED POWERS FOR STAFF MANAGEMENT TO THE PERSONNEL COMMITTEE:**

It was proposed, seconded and

**Resolved:** to grant delegated powers to the personnel committee.

**7. GENERAL POWER OF COMPETENCE. MEMBERS ARE ADVISED THAT THE CLERK HAS COMPLETED HER PORTFOLIO AND PASSED THE CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CILCA PG 2013). AS SUCH, THE PARISH COUNCIL IS ELIGIBLE TO ADOPT THE GENERAL POWER OF COMPETENCE PROVIDED THAT (a) THE NUMBER OF COUNCILLORS ELECTED AT THE LAST ORDINARY ELECTION, OR AT A SUBSEQUENT BY-ELECTION, EQUALS OR EXCEEDS TWO THIRDS OF ITS TOTAL NUMBER OF COUNCILLORS (DOES NOT INCLUDE CO-OPTIONS SINCE THE LAST ELECTION) (b) THE PARISH CLERK HOLDS AT LEAST ONE OF THE SECTOR SPECIFIC QUALIFICATIONS AND HAS PASSED CILCA UNIT 7 GENERAL POWER OF COMPETENCE:**

It was proposed, seconded and

**Resolved:** to adopt the General Power of Competence for the year 2020/21

**8. TO APPROVE THE DRAFT MINUTES FOR THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON THE 23<sup>rd</sup> MARCH 2020 AS CORRECT RECORDS:**

It was proposed, seconded and

**Resolved:** that the minutes of the Full Council meeting held on 23<sup>rd</sup> March 2020 be accepted as a true record.

**9. TO APPOINT EMMA HARRIS AS THE RESPONSIBLE FINANCIAL OFFICER:**

It was proposed, seconded and

**Resolved:** that Emma Harris be appointed as Responsible Financial Officer for the year 2020/2021.

**10. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES;**

**NDP**

**MERC**

**COMMUNITY CENTRE**

It was felt that representatives were not required for NDP as the plan is almost complete.

Councillors Reynolds and Sinclair were appointed as representatives of MERC.

Councillor Reynolds was appointed as representative for the Community Centre.

**11. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR  
2020/21:**

**LAST REVIEWED APRIL 2020, BUT CONTINUALLY UPDATED IF  
THERE ARE ANY CHANGES TO LEGISLATION.**

It was proposed, seconded and

**Resolved:** to adopt Standing Orders for the year 2020/21.

**12. TO ADOPT FINANCIAL REGULATIONS FOR THE COUNCIL YEAR  
2020/21:**

**LAST REVIEWED JULY 2019 – DUE FOR REVIEW JUNE 2020 BUT  
CONTINUALLY UPDATED WHEN NEEDED**

It was proposed, seconded and

**Resolved:** That the Financial Regulations be adopted for the year 2020/21.

**13. TO ADOPT THE ASSET REGISTER FOR THE COUNCIL YEAR  
2020/21:**

**UPDATED MARCH 2020**

It was proposed, seconded and

**Resolved:** that the asset register be adopted for the year 2020/21.

**14. TO ADOPT THE FINANCIAL RISK MANAGEMENT FOR THE COUNCIL YEAR 2020/21:**

**LAST REVIEWED FEBRUARY 2020**

It was proposed, seconded and

**Resolved:** that the Financial Risk Management Policy be adopted for the council year 2020/21.

**15. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2020/21:**

- Health and Safety reviewed January 2020 next review January 2021
- Grievance reviewed March 2020 next review March 2021
- Equal opportunities reviewed April 2020 next review April 2021
- Safeguarding Reviewed April 2020 due for review April 2021
- Lone Working Policy reviewed October 2019 due for review October 2020
- Disciplinary reviewed October 2019 due for review October 2020
- Harassment Reviewed October 2019 due for review October 2020
- Complaints reviewed January 2020 due for review January 2021
- Publication Scheme Reviewed February 2020 due for review February 2021
- Press and Media reviewed April 2020 due for review April 2021
- Freedom of Information Reviewed October 2019 due for review October 2020
- Data Protection reviewed October 2019 due for review October 2020
- Parish Councillor Protocol reviewed January 2020 due for review January 2021
- Social Media reviewed April 2020 due for review March 2021
- Financial Support and Grants reviewed March 2020 due for review March 2021

- Retention and Disposal Policy reviewed June 2019 due for review June 2020
- Data Breach Policy reviewed June 2019 due for review June 2020
- Community Engagement Strategy reviewed July 2019 due for review July 2020
- Training Policy reviewed Sept 2019 due for review July 2020
- Death of a Senior National Figure reviewed March 2020 due for review March 2021
- CCTV reviewed Nov 2019 due for review Nov 2020

It was proposed, seconded and

**Resolved:** to adopt the Council Policies for the council year 2020/21.

**16. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2020/21:**

It was proposed, seconded and

**Resolved:** that the scheduled meeting dates for the council year 2020/21 be approved. The meeting dates will be used only when face to face meeting restrictions are lifted by the government.

**17. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2019/20 WHICH IS TO BE SIGNED AND MINUTED BY CHAIRMAN AND CLERK:**

It was proposed, seconded and

**Resolved:** to approve the Annual Governance Statement 2019/21. It will be signed by the Chairman and witnessed by the clerk on Friday 22<sup>nd</sup> May 2020.

**18. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS 2019/20:**

It was proposed, seconded and

**Resolved:** to approve the annual accounting statements for the year 2019/20

**19. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2020/21:**

- Virgin Media

- BT
- British Gas Electricity
- Npower Gas
- PWLB
- Data Protection Services
- Anglian Water
- British Telecom
- Barclaycard
- Duncan Toplis (Payroll Services)

It was proposed, seconded and

**Resolved:** that the direct debits be approved.

**20. TO APPROVE BURIAL FEES FROM MAY 2020 (NO CHANGE):**

It was proposed, seconded and

**Resolved:** that the burial fees be approved for the year 2020/21.

**21. TO AGREE TO TRANSFER THE CEMETERY MAINTENANCE COSTS FROM THE BURIAL ACCOUNT TO THE GENERAL ACCOUNT £4334 PLUS £11 PER GRAVE TOP UP:**

It was proposed, seconded and

**Resolved:** that the cemetery maintenance costs be transferred to the general account.

**22. TO RESOLVE TO ACCEPT A DONATION FROM MERC OF £500 TOWARDS THE COST AND INSTALLATION OF THE NHS BENCH ONCE ALL DONATIONS HAVE BEEN COLLECTED:**

It was proposed, seconded and

**RESOLVED:** that the kind donation of £500 be accepted.

**23. PROPOSED BY COUNCILLOR REYNOLDS THAT THE PARISH COUNCIL PAYS THE DIFFERENCE ON THE NHS BENCH ONCE ALL DONATIONS HAVE BEEN COLLECTED:**

It was proposed, seconded and

**RESOLVED:** that the parish council pays the difference on the NHS bench.

**24. PROPOSED BY COUNCILLOR ROWNTREE TO PURCHASE 10 LARGE ROCKS COSTING £40 EACH TO BE LAID AT THE KERB EDGE AT THE WAR MEMORIAL IN ORDER TO PREVENT CARS PARKING ON THEM:**

It was proposed, seconded and

**RESOLVED:** that 10 large rocks be purchased for the war memorial.

**25. TO RESOLVE TO TRANSFER SURPLUS FUNDS OF £10,000 TO A VILLAGE IMPROVEMENT RESERVE:**

It was proposed, seconded and

**RESOLVED:** that surplus funds of £10,000 be transferred to a village improvement fund.

**26. TO CONSIDER QUOTES FOR A TELLERS WINDOW TO BE INSTALLED IN THE CLERKS OFFICE IN ORDER TO MAINTAIN SOCIAL DISTANCING AND TO IMPROVE HEALTH AND SAFETY MEASURES:**

- **COMPANY A £1410**
- **COMPANY B £1280**

It was proposed, seconded and

**RESOLVED:** that COMPANY B be employed to install a teller's window in the clerk's office.

**27. FINANCIAL MATTERS:**

**HOLTON LE CLAY PARISH COUNCIL**

**FINANCIAL REPORT as at                      30th April 2020**

**CASH BOOK**

Balance Brought forward	30/04/2020	
General		
Account		38,752.28
Burial Account		<u>7,071.30</u>
		45,823.58
 Add - Income		
General		
Receipts		35,201.50
Burial Receipts		<u>6.29</u>

		35,207.79	<u>81,031.37</u>
Less - Expenditure			
General			
Payments		5,157.84	
Burial Payments		<u>0.00</u>	<u>5,157.84</u>
<b>Balance Carried Forward</b>	<b>30/04/2020</b>		<b><u><u>75,873.53</u></u></b>

<b><u>BANK BALANCES as at</u></b>	<b>30/04/2020</b>		
General Account per Statement		69,153.54	
less - Outstanding Cheques		<u>357.60</u>	
plus - Receipts not cleared		0.00	68,795.94
Burial Account per			
Statement		7,077.59	
plus - receipts not cleared		0.00	
less - Outstanding Cheques		<u>0.00</u>	<u>7,077.59</u>
			7,157.55
<b>TOTAL COUNCIL FUNDS AS AT</b>			<b><u><u>75,873.53</u></u></b>

**ALLOCATION OF FUNDS -**

TOTAL FUNDS, PER ABOVE		75,873.53
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Community Woodland		
Grant	825.13	
District Councillor Grant/War Mem	58.04	
Village Improvement		
Reserve	31.94	
muga renovation	12,039.14	
		25,954.25
Burial Account Bank Balance (upkeep of Cemetery)		<u>7,077.59</u>
		33,031.84
PRECEPT RECEIVED IN ADVANCE (see below)		
6		
months		<u>28,501.25</u>



61,533.09

**\*APPROX FUNDS AVAILABLE as at 30/04/2020**

**14,340.44**

PRECEPT - is received in advance twice a year, therefore we usually have monies in our account representing spend in coming months.

**\*EXACT SURPLUS CAN NOT BE CALCULATED UNTIL THE END OF THE FINANCIAL YEAR**

\*4086.00 of surplus monies is for cemetery upkeep

It was proposed, seconded and

**RESOLVED:** that the financial matters be accepted as a true record.