

Minutes of the remote meeting held on Wednesday 27th May 2020 at
18:30hrs

Members Present: Cllr. Taylor (Vice Chairman and acting Chair), Cllr. Blackburn and Cllr. Dickinson and Cllr. Bath
Also present: Mrs S. Bath (Clerk)

1. Chairperson's Welcome, Open the Meeting, Accept Apologies for Absence and to remind members that all Declarations of Interest need to be remade and recorded even if an interest has been declared on the register.
 - a) Apologies for absence: **None** b) Declarations of Interest: **None declared**
2. Open Session – members of the press or public may raise any matters concerning the Parish.

AGENDA ITEMS – ACTION POINTS	ACTION BY DATE
<p>3. Administrative/Management Matters - to receive current reports, advice or updates from any of the following and resolve further actions:</p> <p>3.1 Governance and Policy -</p> <ol style="list-style-type: none"> a) To ratify decisions made between meetings <ol style="list-style-type: none"> i) To confirm that the Minutes of the Meeting of the Parish Council held on the 29th April 2020 be signed as a true and correct record ii) Cancellation of Annual Meeting of the Council iii) Planning Application 20/02410/FU iv) Acceptance of quotation for Village Hall repairs v) Email change-over to Gmail <p>All decisions made between meetings were ratified - Proposed by Cllr. Dickinson and seconded by Cllr. Blackburn - RESOLVED</p> <ol style="list-style-type: none"> b) To receive and note the Annual Internal Audit Report Received and noted. Proposed by Cllr. Dickinson and seconded by Cllr. Taylor - RESOLVED c) To approve the 2019/20 <ol style="list-style-type: none"> i) Annual Governance Statement Clerk to look at notes 	

from previous years External Audit report regarding box 4 and 6 before submission to External Auditor – **RESOLVED**

ii) Accounting Statements - **RESOLVED**

3.2 Village Hall

a) Building maintenance works – Cllr. Taylor provided update. Works have started and are ongoing.

b) Village Hall Hedge – on-going - discussion into progress of work.

c) Vermin Control – update provided by Cllr. Taylor – no vermin caught on second call out.

3.3 Fundraising – ongoing

3.4 To grant the Clerk/RFO the authority to renew recurring memberships and charges – agreed to grant Clerk authorisation to renew all memberships and charges apart from CCTV/Lighting inspections/cleaning as costs associated and who should fund currently not confirmed – Proposed by Cllr. Blackburn and seconded by Cllr. Dickinson - **RESOLVED**

3.5 To confirm continuation of current Council members roles

RESOLVED that Members present confirmed acceptance to the following roles:

YLCA Representatives – Cllr. Dickinson and Cllr. Blackburn

Vice Chairman – Janet Taylor

Swillington Educational Charity – Cllr. Taylor and Cllr. Blackburn

4. Finance April/May 2020

4.1 To receive and note a bank/accounting system transaction reconciliation – reconciliation yet to be completed. **ACTION POINT – Clerk to complete reconciliation and circulate to Councillors.**

ASAP

4.2 To receive and approve the schedule of payments due – Received and noted the following payments.

Date	Payment Method/ Cheque No	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt

06/05/2020	Credit Card	Shire Aggregates	Top Soil	£226.00	£45.20	£271.20
06/05/2020	Credit Card	Shire Aggregates	Drainage	£284.00	£56.80	£340.80
11/05/2020	Credit Card	BNIB	Insurance	£1,126.08	-	£1126.08
01/05/2020	101394	CIS Security Systems	LED Lighting Replacements and Cleaning	£4,400	£880.00	£5,280.00
27/05/2020	Direct Debt	HMRC	Employee PAYE M1	£42.00	-	£42.00
27/05/2020	101395	S. Bath	Clerks Salary	£273.75	-	£273.75
27/05/2020	101396	D. Bath	Expenses	£740.81	£47.97	£788.78
			Total	£7,092.64	£1,029.97	£8,122.61

Cllr. Dickinson proposed, Cllr. Taylor seconded - **RESOLVED**

4.3 To receive and note a record of Debit/Credit Card payments - Received and noted as part of the above schedule.

4.4 To receive and report on income – the schedule of income below was received and noted.

Date	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
07/05/2020	VHMC	Contribution to main lighting replacements	£1,000.00	-	£1,000.00
22/05/2020	VHMC	Up-lighting replacements	£1,250.00	-	£1,250.00

		and cleaning			
		Total	£2,250.00	-	£2,250.00
<p>4.5 To receive and note the Clerk/RFO's report concerning VAT reclamation – no VAT reclamations to report.</p> <p>4.6 To receive and approve Budget proposal for 2020/21 – discussion re budget amendments. ACTION POINT – Clerk to provide a further version of Budget proposal with agreed amendments. ASAP</p> <p>4.7 To receive and approve the 2019/2020 annual accounts Received and approved - Proposed by Cllr. Taylor, seconded by Cllr. Dickinson - RESOLVED.</p>					
<p>5. Parish Projects or Issues and Environment - to receive any current reports or updates and resolve any further actions on any of the following:</p> <p>5.1 Public reports – No items to discuss.</p>					
<p>6. To notify the clerk of matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> No items for inclusion at this stage. 					
<p>7. Date of Next Meeting – to consider and agree date of future meeting of the Council.</p> <p>Members agreed that the next meeting will be held on Wednesday 24th June 2020 at 18:30hrs.</p>					

Authorised Signature:  Mrs S. Bath (Clerk to the Council & RFO)

Email: s.bath@greatandlittlepreston-pc.org.uk

The Meeting was closed at: 19:50hrs

Chair _____

Date _____