

NETTLEBED PARISH COUNCIL MEETING

Council Members are hereby summoned to attend the Meeting of the
Nettlebed Parish Council
on Wednesday **13th May 2020** at 7.30pm virtually via Zoom

When the following business will be considered and transacted.

Members of the Parish and Press are welcome to attend.

Parish Council Clerk:



Date: 7th May 2020

This meeting will use videoconferencing.

Members of the public are welcome to join but will need to be at a computer or laptop with a microphone (camera not required), to be able to join in, or dial-in using a landline or mobile phone.

If you wish to participate, email the **Parish Clerk** at least one working day beforehand for details.

In view of the Corona Virus issue, the Parish Clerk and the Council Chairman decided to cancel the April Full Council Meeting and Annual Parish Council Meeting.

AGENDA

- 050/20 Election of Chairman and Declaration of Acceptance of Office
- 051/20 Election of Vice Chairman and Declaration of Acceptance of Office
- 052/20 To receive any amended Register of Pecuniary Interests forms
- 053/20 Apologies for Absence
- 054/20 Declaration of interests
- 055/20 Public Participation
It should be noted that the time allocated for the public session is a total of 10 minutes for all those wishing to speak.
- 056/20 To approve the minutes of the Parish Council Meeting held on 4th March 2020 and the Extraordinary Meeting on 23rd March 2020
- 057/20 To review Terms of Reference – Crocker End Green Common Management Committee
- 058/20 To review Terms of Reference – Finance Working Group
- 059/20 To review Council Delegation Arrangements
 - a. Powers delegated to the Clerk, in consultation with the Chairman (and such others as stipulated) to cease and virtual meetings should replace physical ones.
 - b. For committees and Working Group; included under Terms of Reference
- 060/20 To discuss and agree Parish Council Representation on Outside Bodies
 - a. Nettlebed School & Community Centre Joint Use Committee
 - b. Townlands Steering Group
 - c. Covid-19 Aid Group

- d. Nettlebed Now
- 061/20 To discuss and agree other Councillor Roles
 - a. Transport
 - b. Playground
- 062/20 Financial Regulations - to note the Financial Regulations dated 17.07.19 and agree any changes.
- 063/20 Standing Orders - To consider the need for additional Standing Orders, or amendments to existing one
- 064/20 Fixed Asset Register - To review and approve
Commemorative Plaques for Tommy and Victoria have been added to the asset register, the total value has increased from £42,567 to £42,943
- 065/20 Risk Assessment – To review and adopt
- 066/20 Insurance Cover
 - a. To review the existing/proposed insurance cover and decide whether it is adequate.
- 067/20 To adopt Bank Mandate arrangements
- 068/20 To receive External Structures Report – May 2020
- 069/20 To review and approve Guidelines for Co-Option and Person Specification
- 070/20 Meeting dates and place of ordinary meetings for the year ahead
- 071/20 Discuss and agree IT support
- 072/20 Community Recreation and Amenities
 - a) Nettlebed School & Community Centre (NSCC) – to receive report from BL
 - b) Transport – to receive report – NG
 - c) Village Maintenance – Update
- 073/20 To agree date for Clerk’s Annual Appraisal
- 074/20 Clerks Report
- 075/20 Planning
 - a) To receive and respond to current planning applications
 - b) To record planning responses made by NPC
 - c) To record planning decisions made by SODC
- 076/20 Accounts & Finance
 - a) To receive and agree the end of year Financial Report to 31 March 2020
 - b) To receive and agree the Financial Report to 30 April 2020
- 077/19 To receive and agree the Internal Auditors report for year ending 31 March 2020
- 078/19 To agree and sign the Annual Governance Statement 2019/20
- 079/20 To agree and sign the Accounting Statement 2019/20
- 080/20 To agree the Bank Reconciliation 2019/20
- 081/20 To review and agree Explanation of Variances
- 082/20 Payroll Year End 2019-20 update
- 083/20 To discuss and agree Clerks salary, Home working allowance and additional hours worked
- 084/20 To discuss and agree Direct Debits and Standing Orders

- 085/20 To approve accounts to pay and payments received
 086/20 To raise any items for the agenda for the next Parish Council meeting

2020/21 MEETING DATES

8th April (cancelled), 13th May (Annual Parish Council Meeting),
 3rd June, 1st July, 2nd Sept, 7th Oct, 4th Nov.

APPENDIX I – APPROVE ACCOUNTS TO PAY/PAID AND PAYMENTS RECEIVED

PAYMENTS RECEIVED 1/4/2020 – 30/4/2020			
1	1.4.20	SODC Precept 2020/21 1st Half	15,000.00
2-22	1-23.4.20	Allotment income	390.00
23	24.4.20	SODC Nettlebed CIL Share	7,034.73

PAYMENTS MADE 1/4/2020 – 30/4/2020				
1	14.4.20	TRF	Bank transfer from current acc to deposit acc	10,000.00
2	9.4.20	DD	NEST - Pension 6 Mar - 5 Apr 2020	61.83
3	6.4.20	DD	Castle Water (DD on or immediately after 5th day of month)	11.84
4	1.4.20	SO	Function 28 - April Inv 7317	24.00
5	28.4.20	SO	Administration to the Council - April	790.00
6	27.4.20	BACS	Administration to the Council - April (salary diff)	64.39
7	27.4.20	BACS	HMRC - PAYE & NICS (April)	31.50
8	27.4.20	BACS	NDGNS - Comet shopping bus (annual payment_	654.00
9	27.4.20	BACS	BT - Phone kiosk 01/03/20-28/02/21	360.00
10	27.4.20	BACS	Merchant Makers	60.00
11	27.4.20	BACS	Jo Pugh - Norton Security Annual Subscription	59.99
12	27.4.20	BACS	Jo Pugh - Zoom subscription	143.88

The above payments were approved by WAT, AF & WK at a virtual meeting held on 17th April

PAYMENTS TO BE MADE / MADE				
13		BACS	Function 28 - Website compliancy & Accessibility Statement Inv 7361	270.00
14	9.5.20	DD	NEST - Pension 6 Apr - 5 May 2020	61.63
15	28.5.20	SO	Administration to the Council - May	790.00
16	5.5.20	DD	Castle Water (DD on or immediately after 5th day of month)	11.84
17	1.5.20	SO	Function 28 – May Inv 7475	24.00