

Minutes of a Meeting of Elkstone Parish Council

8.00pm, Wednesday 22nd April 2020, by remote attendance via Zoom

Present: Mr Hobbs (Chair), Mr Collins, Mr Kearney and Ms Toase; Mrs Thorn (Clerk), District Councillor Judd

1. **Minutes of the last Meeting** (22nd January 2020) were accepted and will be signed at a later date.
2. **Public Session** – no items were raised from the floor.
3. **Matters arising** – there were none.
4. **Finance**
 - 4.1 **Payment of accounts**
 - 4.1.1 **Payment of Hall hire charges November 2019 to March 2020** – 3 meetings @ £10.00 per booking = £30.00 to approve the payment retrospectively. The cheque for the payment of Hall hire charges has already been written, signed and hand delivered.
 - 4.1.2 **Invoice for light inside the defibrillator cabinet** - £60.00 to approve the payment retrospectively. The cheque for the light inside the defibrillator cabinet has already been written, signed and posted as EPC has already given approval to order a new light.
 - 4.1.3 **Renewal of annual subscription to GAPTC £60.42, due by 15th May**
To renew the membership of GAPTC:
proposed Mr Collins; seconded Ms Toase
A cheque for £60.42 was written, will be signed and sent.
 - 4.1.4.i **Clerk's salary** – January 2020 = £244.25 and February 2020 = £100.57 – to approve salary payments for January and February retrospectively. The cheques for January and February have already been written, signed and handed over. March 2020 = £182.67 – to approve salary payment for March. A cheque was written, will be signed and hand delivered.
 - 4.1.4.ii **Clerk's expenses** – 3 months January – March 2020 – Postage £5.06, Stationery £3.35 for paper and percentage of phone/broadband charge £17.94 = £26.35 – to approve the payment retrospectively. The cheque has already been written, signed and handed over.
 - 4.1.5 **Begging letters** – no begging letters have been received, however to make a Section 137 donation of £50.00 to Citizens Advice Bureau
Proposed Mr Collins; seconded Mr Kearney
A cheque for £50.00 was written, will be signed and sent.
 - 4.2 **RFO's Report on Year to Date Income and Expenditure against Budget** was received with thanks.
 - 4.3 **Audit arrangements** – the Council have appointed Cashtrac as internal auditor at a fee of £125 plus VAT for the year. PKF Littlejohn are the external auditors again this year.
 - 4.4 **To approve the detailed annual accounts for the year ending 31st March 2020** – the detailed accounts were approved and will be signed.

5. **Planning**
- 5.1 19/04480/FUL – Pixwold Farm, Cockleford: Noted CDC have granted permission for proposed two storey and single storey extensions and associated landscaping.

6. **Annual Reviews**
- 6.1 Risk Assessment – no changes
- 6.2 Insurance cover and renewal – the renewal is due in May and is year 3 of a 3 year long term agreement, the cover is as previously.
- 6.3 Internal Controls – two signatures are required on every cheque, and payments are only made by cheque. No orders can be placed or payments made without the agreement of a quorate Parish Council meeting, and all such decisions are Minuted. These were considered, there are no changes to the Internal Controls; that these remain adequate and appropriate.
- 6.4 Financial regulations and accounting procedures – no change.
The latest model Financial regulations to be drafted to include online banking and the Clerk will circulate.

7. **Correspondence from the Parish** – there was none.

8. **Other Correspondence** – will be circulated at a later date.

9. **Items for Information**
- 9.1 Ms Judd informed the meeting that CDC have suspended green bin garden waste collections until further notice, all other collections are continuing as normal. There has been a delay in the payments from CDC of small business grants but the Council is working to process the applications.
- 9.2 Elkstone Good Neighbours is a group of volunteers which has been set up to help and support anyone in the village during the Coronavirus pandemic.

10. **Date of next Meeting** – Wednesday 20th May 2020, 8.00pm.

There being no other business, the meeting closed at 8.28pm.