

BREDHURST PARISH COUNCIL



To all councillors: you are hereby summoned to attend an
EXTRAORDINARY MEETING OF THE PARISH COUNCIL TO BE HELD
VIA MICROSOFT TEAMS
On Wednesday 24th June 2020 at 6.30pm

DETAILS OF HOW TO ACCESS AND ATTEND THE MEETING WILL FOLLOW SHORTLY

Members of the public and press are invited to attend. Attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution. At the discretion of the Chair the meeting may be closed and then opened to the public for questions. Any items for full discussion will be placed on next month's agenda.

AGENDA

179. Apologies for absence

Cllrs to consider if apologies are acceptable.

180. Declarations of interests

Cllrs to declare any pecuniary or non-pecuniary interests in matters to be considered on this agenda.

181. To approve the minutes of the meeting held on 17th April 2020

182. Matters arising (for information only)

Cllrs to receive an update on action points from previous meetings.

183. Report on decisions taken under the COVID-19 scheme of delegation

- a. Website
- b. Play area
- c. Memberships
- d. Insurance
- e. Tree work
- f. Barn – business rates
- g. Barn landscaping and maintenance

184. Coronavirus outbreak

Cllrs to receive an update and consider risk assessments for holding face to face meetings, reopening the play area and reopening the Barn.

185. Play area

Cllrs to receive an update on work and consider quotes to paint the railings.

186. Noticeboards

Cllrs to consider the repair of the noticeboards.

187. Website

Cllrs to receive an update on progress on the new website.

188. LGA Model Code of Conduct consultation

Cllrs to consider a response.

189. Planning

Report on comments submitted under delegated powers.

190. Finance

- a. Financial statement, bank reconciliation and end of year budget report – to receive and accept
- b. Review of process for paying invoices
- c. Internal Audit
 - i. Cllrs to consider the Internal Audit report for 2019-20
 - ii. Cllrs to appoint the Internal Auditor for 2020-21
- d. Annual Governance and Accountability Return – end of year accounts for 2019-20
 - i. Cllrs to review the Annual Governance Statement
 - ii. Cllrs to approve the Accounting Statements for 2019-20
- e. Report on payments made under delegated powers:

Ref	Details	Amount	VAT*	Total
10	Barge – grounds maintenance (April)	241.82	48.37	290.19
11	Mike Searley – Barn grass cutting (10 th & 24 th April)	30.00	-	30.00
12	Rachel Ford – gardener (April)	70.00	-	70.00
13	Cllr Merrick – hasp for field gate	10.99	-	10.99
14	Cllr Jones – top soil for Barn	48.00	-	48.00
15	Clerk – wages and office rental (May)			
16	Clerk – expenses (phone calls & stapler)	42.50	-	42.50
17	KALC – membership	188.42	37.68	226.10
18	Came & Co – insurance renewal	643.64	-	643.64
19	CPRE – membership	36.00	-	36.00
20	Ecotricity – Barn electric (01/03-04/05)	164.88	8.24	173.12
D/D	Bytes – Microsoft Office (April)	8.82	1.76	10.58
D/D	Onecom – Barn internet (April)	23.10	4.62	27.72
21	Rachel Ford – gardener (May)	106.00	-	106.00
22	Cllr Jones - plants	14.00	-	14.00
23	Barge – grounds maintenance (May)	241.82	48.37	290.19
24	MBC – Barn rates (Sept 19- Mar 20)	485.77	-	485.77
25	Mike Searley – Barn grass cutting (8 th & 22 nd May)	30.00	-	30.00
26	Clerk – overtime (March, April & May)	269.28	-	269.28

* VAT to be reclaimed.

- f. Payments to be made by BACS unless specified otherwise:

Ref	Details	Amount	VAT*	Total
27	Clerk – wages and office rental			
28	Lucanus Services – field gate installation and removal of shrub	748.34	-	748.34
29	David Buckett – internal audit	tbc	-	tbc

* VAT to be reclaimed.

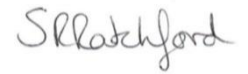
191. Reports from parish councillors

192. Correspondence

193. Staffing (closed session)

Cllrs to review the procedure for agreeing overtime.

194. Close of meeting



Bex Ratchford, Parish Clerk, 18th June 2020

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