

**MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL HELD
ON
10th JUNE 2020 AT 6.30 p.m. BY VIDEO CONFERENCE**

Those present: Councillor Malcolm Owers (Chair), Councillor Belinda Bulsing, Councillor Stephen Rowe and Councillor Esther Thornton.

1. **Apologies and note of Absences.** None.
2. **To receive any Declarations of Interest, Pecuniary and Non-Pecuniary.**
None received.
3. **To consider and agree the Minutes of Parish Council Meeting - 13th May 2020.** Councillors voted to accept the resolution to approve the Minutes. The Minutes were approved as a true and correct record.
4. **Public participation session -** There were no issues raised by members of the public.
5. **To accept a copy of the draft agenda for the Parish Council Meeting due on 31st March 2020, which was unable to occur due to Covid-19 -** The Councillors accepted the draft agenda.
6. **To review and sign Financial Statements to 31st March 2020 and current financial statements -** The Councillors reviewed the Bank Reconciliation 1 April 2019- 31 March 2020 Sheet, the Receipts and Payments Summary 2019-20 and the Current Financial Statement. The Councillors noted the unrepresented cheque (cheque no 100415). The Councillors requested a small amendment to refer to 'Barclays Community Account' and 'Barclays Business Premium Account'.
- 6a. **To review and complete form for exemption 2019-20 from external audit -** The Responsible Financial Officer (RFO) summarised the circumstances when a Certificate of Exemption for smaller authorities is applicable. The Councillors considered the relevant requirements and agreed to certify the Parish Council as exempt.
7. **To report on bank mandates -** Because of the social distancing/lockdown measures in place the Councillors have been unable to visit in person the Bank's branch. The Councillors agreed to have this item as a standing item on the agenda until this issue can be resolved.

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8. To sign off payments made during the financial year 2019-20 - The Councillors reviewed the figures provided and approved the payments made in the sum of £2123.03.

9. To consider current requests for payment - The Councillors considered the four invoices presented and approved their payment.

10. To review report by internal auditor for 2018/19 and agree remedial actions - The Councillors reviewed the recommendations in the report and agreed the following remedial actions: (1) Standing Orders - to review the Standing Orders and to adopt new Standing Orders based on the model standing orders issued by NALC in 2018; (2) Financial Regulations - to review the Parish Council's Financial Regulations and to update them in accordance with NALC Legal Topic Note 87; (3) RFO - An RFO was appointed at the Parish Council's meeting on 17 March 2020 following earlier resignation; (4) Payment controls - i) to follow best practice in relation to initialling invoices and s137 payments ii) to seek regular legal updates re. churchyards iii) the RFO reported that an application for reclaiming VAT has been made but because of Covid-19 there is a delay with processing (5) Risk Management - to review insurance policy against the asset register and to prepare a separate Statement of Internal Controls document (6) Budgetary controls - No actual or potential overspends were identified but to introduce quarterly reporting (7) Transparency - to publish on the Parish Council's website agendas, expenditure over £100, asset register showing land held and other documents as required including GDPR related documents, to attend training about website administration and to appoint a GDPR officer.

The Councillors have reviewed the effectiveness of the internal audit.

11. To review the Transparency Code - The Councillors considered the requirements for smaller authorities and agreed to keep the website and its contents under review to ensure full compliance. The Councillors agreed to publish the updated Members and Responsibilities information on the website. The Councillors noted the improvements already introduced.

12. To review current standing orders and consider NALC Model Standing Orders 2018 - The Councillors considered the proposed detailed changes page by page to ensure that the standing orders are tailored to the Parish Council. Councillor Stephen Rowe proposed the adoption of the new Standing Orders and Councillor Malcolm Owers seconded the motion which was carried unanimously.

13. To review current financial regulations and consider NALC Model Financial Regulations July 2019 - The Councillors considered the draft Financial Regulations based on the Model Financial Regulations prepared by NALC and agreed the

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necessary changes to tailor the document to the Parish Council's particular circumstances including the tightening of the various financial limits in the regulations. Councillor Esther Thornton proposed the adoption of the new Financial Regulations and Councillor Malcolm Owers seconded the motion which was carried unanimously.

13A. To consider and agree internal control document- The Councillors considered the internal control document for approval. Councillor Esther Thornton proposed the adoption of the internal control document and Councillor Stephen Rowe seconded the motion which was carried unanimously.

14. To review risk register prepared for year end 31st March 2020 together with a review of the Parish Council's Insurance Policy and to agree any actions - The Councillors noted the contents of the risk register and agreed to review the risk register annually. The Councillors noted the insurance policy and schedule and the adequacy of the insurance cover.

15. To review the asset register prepared for year end 31st March 2020 together with a review of the Parish Council's Insurance Policy and to agree any actions - The Councillors noted the contents of the asset register as correct. The Councillors agreed to keep the asset register under review. The Councillors noted the terms of the Parish Council's insurance policy.

16. To review GDPR and agree actions - The Councillors considered in detail and approved the following documents: General Privacy Notice, SAR policy, Procedure to deal with personal data breach under GDPR, Document and Electronic Data Retention Policy and Audit Questionnaire. Councillor Belinda Bulsing proposed the appointment of Councillor Stephen Rowe as Data Protection Compliance officer and Councillor responsible for Data Breaches and Councillor Malcolm Owers seconded the motion which was carried.

17. Covid -19 - The Councillors noted further guidance and await additional information. The Councillors considered that if the restrictions are eased, allowing for the opening of St Catherine's Church, arrangements for the annual meeting of the Council may be considered subject to further government guidance.

18. Casual Vacancy. The Councillors noted the position.

18a. Parish Clerk - Acting Interim Clerks Councillor Belinda Bulsing and Councillor Esther Thornton confirmed for the record that they will not be able to act as clerks and Councillor Belinda Bulsing as RFO from 1st September 2020. The Councillors noted the position.

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18b. Report by parish clerks - The Councillors considered the three pieces of correspondence received by the Parish Council.

19. Date and time of next meeting. 24th June 2020 at 6.30 p.m.

20. Any other business - None.

The meeting closed at 8.28 p.m.

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