

COATES PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING MONDAY 4th MAY 2020
7.30PM via **ZOOM VIDEO CONFERENCE SERVICE**

Chairman for this meeting: Richard Harrison

Present:

Councillors and Officials:	
Harrison, Richard (RH)	Chairman
Austin, Keith (KA)	Councillor
Harris, Stephen (SH)	Councillor
Hobson, Andrew (AH)	Councillor
Torry-Harris, Gilly (GTH)	Councillor
Dobson, John (JD)	Councillor
Coates, Caroline (CC)	Clerk

In Attendance:

Members of the Public:
None attended

1. ELECTIONS

Chair's declared Acceptance of Office

Councillors' Declared of Acceptance of Office

In line with NALC/GAPTC guidelines Acceptance of Office is carried over to the 2021 Annual Parish Council meeting.

2. APOLOGIES

All present no apologies needed

3. REGISTER OF MEMBERS INTERESTS

No changes to the register of interests were received.

4. MINUTES OF THE LAST PARISH COUNCIL MEETING

The minutes of the Parish Council meeting of 4 March 2020 were approved by all council members and signed by the Chairman.

5. ACTION POINTS FROM LAST MEETING

1. Neighbourhood Watch - Carried forward to enable JD to speak to Neighbourhood Watch Co-Ordinator (NWC).

JD updated on discussions with NWC.

Item closed.

JD to work with Neighbourhood Watch Co-ordinator to plan next steps and to reinvigorate Neighbourhood Watch.

2. Table Tennis - Carried forward to enable JD to investigate options for hiring Village Hall. **Ongoing**

3. Progress made on Parish Questionnaire - KA referred to his recent emails to Councillors on this topic.

Chairman thanked KA for work on this.

Actions:

- Report to be added to website.

- Councillors to look at recommendations and reflect on suggestions to be shared at postponed 2020 Annual Parish Meeting.

FINANCIALS

- End of Year Accounts April 2019 – March 2020 were approved. Proposed: JD Seconded: KA, resolved.
- March 2020 salary payment accrued for payment in May 2020. Proposed: JD Seconded: KA, resolved

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- Councillors approved spend against budget and variance report for the period April 2019 – March 2020.
All variances greater than 15% were discussed. Councillors understood and accepted reasons for variance.
Proposed: GTH Seconded: AH, resolved.

It was resolved to accept the financial accounts for the period April 1, 2019 to March 31, 2020

- Financial accounts for the period 1 April 2020 to 30th April 2020 were reviewed including variance against 20/21 budget.
Resolved to accept financial accounts - Proposed: SH, Seconded: KA
- Bank reconciliation - Chairman confirmed he had reviewed the bank accounts online prior to the meeting.
- Approval sought to transfer £2000 from precept account to treasurers' account to pay invoices. Resolved
- Councillors were informed that that £502 had previously been transferred between Precept and Treasury accounts to pay invoices.

Details of recent Invoices for payment:

1. Clerk's salary, HMRC (PAYE) and expenses covering 9 March – 31 April 2020
Salary £375.24 net. (HMRC Payment: £75)
2. Home Working allowance 8 weeks £42.00 (increase to £6 from April 1, 2020)
3. GAPTC – internal audit services – £165
4. RoSPA – play equipment inspection – £90.60
5. Grass cutting - £588.00

Since agenda circulated, invoice received for insurance renewal (Came & Co). £477.88

Councillors resolved to make all payments for invoices totalling £1,738.72

Chair requested pre-approval to pay next grass cutting invoice if received before the next meeting.
Pre-approval agreed by all councillors.

Review of bank investment account (Precept): Good practice is to review investment accounts annually. Council resolved to continue its investments being held in the current 'Precept' account at Lloyds Bank and would review the situation in 12 months' time

6. ANNUAL REVIEW OF PARISH POLICIES

Allocation of responsibilities to review:

1. Coates PC Financial Regulations
2. Coates PC Health & Safety Policy
3. Coates PC Asset Register
4. Coates PC Code of Conduct
5. Coates PC Disciplinary & Grievance Arrangements **JD**
6. Coates PC Standing Orders **AH**
7. Coates PC Publication Scheme
8. Coates PC Risk Assessment **GTH**

Councillors to identify which policy they will review to ensure over time all policies have been visited by councillors.

Action: Councillors to email RH with their choice.

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7. POINTS FOR CONSIDERATION AT NEXT MEETING

1. Tree planting
2. Future use of Victory Green.
3. Lease of cricket field.

The meeting closed at 20:30

Chairman Signature:	Parish Clerk Signature:	Date:

NOTICE OF NEXT MEETING: Monday 6th July 2020 at 19:30 via zoom

Electronic copies of these and Previous Minutes are available from:
the Parish Clerk: clerk@coatesparish.org.uk