

CHURCHAM PARISH COUNCIL

c/o Birdwood Farm Flat, Churcham, Gloucester, GL2 8AP

Email: clerk@churchamparishcouncil.org.uk

Minutes of the Annual Meeting of the Parish Council

Tuesday 5 May 2020 at 7.30pm Via Zoom

In attendance:

Parish Councillors: Cllr. Francis, Cllr, Brookes, Cllr King, Cllr Price, Cllr, Newbery, Cllr. Freeman

Clerk Beverley Jelf

There were no members of the public present

1. To elect a Chairman
 1. It was RESOLVED that Cllr, Francis would be the Chairman. Proposed by Cllr Newbery seconded by Cllr Price
2. To elect a Vice-Chairman
 1. It was RESOLVED that Cllr. Newbery would be the Vice-Chairman. Proposed by Cllr Price and seconded by Cllr Francis
3. To receive apologies for absence
 1. Cllr Reeves sent her apologies
4. To receive and consider declarations of interest & written requests for dispensation
 1. There were none
5. To consider and sign the minutes of the last meeting
 1. It was RESOLVED to sign the minutes
6. Public Open Forum
 1. There were none
7. Policies & Procedures
 1. To consider and resolve to adopt:
 - Standing Orders
 - Code of Conduct
 - Financial Regulations
 - Risk Register
 - Expenses Policy
 - Employee Disciplinary Policy & Procedures
 - Employee Grievance Policy and Procedures
 - Staffing Committee Terms of Reference X
 - General Privacy Notice X
 - Privacy Notice for Staff, Councillors and Role Holders X
 - Model Publications Scheme

- Subject Access Request Policy & Procedures X
- Data Protection & Information Security Policy X
- Contact Consent Form X
- Grants, Honours & Donations Policy
- Complaints Policy

7.1.1 It was RESOLVED to adopt the above policies and procedures

8. Staffing Committee

1. To resolve to appoint five members to the Staffing Committee

8.1.1 It was RESOLVED that Cllrs. Price, Freeman, King, Brookes, Newbery would sit on the staffing committee.

2. To resolve to appoint a Chair of the Staffing Committee

8.1.2 and that Cllr Brookes would be the chairman of the staffing committee. Proposed by Cllr Newbery and seconded by Cllr King

9. Planning

1. To receive a report of planning decisions by the Forest of Dean District Council

1. PO399/30/FUL This application is ongoing

10. Finance & Audit

1. To consider a revised budget for the financial year 2020/21

1. It was agreed in the previous meeting that due to the coronavirus the revised budget would be adopted.

2. To receive and consider approving a report of the Council's bank reconciliations

1. Due to the coronavirus and non-receipt of the bank statements the bank reconciliations would carry forward to the next meeting. The use of internet banking was discussed and it was agreed that the Clerk would look into this further with particular reference to the line of security.

3. To receive and consider approving a financial report from the Clerk

1. A financial report from the Clerk was not available it was agreed that the item would carry forward to the next meeting

4. To confirm allowable expenditure under LGA 1972 S.137 for FY 2019/20 as £8.32 per elector.

1. It was RESOLVED to confirm the allowable expenditure. Proposed by Cllr Newbery and seconded by Cllr Price.

5. To receive and consider a report from the independent internal auditor for the financial year 2019/20 and consider whether any action needs to be taken if there are any recommendations

1. The clerk advised that due to coronavirus and that guidance on how to proceed was being awaited. It was agreed that the item would carry forward to the next meeting

6. To complete and consider approving and signing the Annual Governance Statement for 2018/19

1. The Annual Governance Statement was not available for approval and signing it was agreed that the item would carry forward to the next meeting
7. To consider approving and signing the Annual Accounting Statements for 2018/19
 1. The Annual Accounting Statements for 2018/19 was not available for signing it was agreed that the item would carry forward to the next meeting
8. To consider approving the following for payment:
 1. Clerks wages £306.50
 1. It was RESOLVED to pay this amount. Proposed by Cllr Brookes and seconded by Cllr Newbery
 2. GAPTC subscription 2020/2021 renewal £190.24
 1. It was RESOLVED to pay this amount. Proposed by Cllr Brookes and seconded by Cllr Newbery
11. To receive a verbal report from the Clerk
 1. The Clerk reported that there was continuing support from the community to the community and that the Churcham News facebook page was being used to inform Parishioners of relevant information. Also that an email had been received regarding the online VE Day celebrations and encouraged everyone to get involved.
12. To receive verbal reports from Councillors
 1. Cllr Brookes reported concerns of the hedges obstructing the sign near Churcham School. It was resolved that the Clerk would ring the Highways to inform them and ask that it be cut back. Cllr Freeman reported on the steady flow of traffic on the motorways.
13. To consider the date of the next meeting
 1. The next meeting will be held on Tuesday 16th June at 7.30 pm