



STOKE SUB HAMDON PARISH COUNCIL

MRS. SARAH MOORE, PARISH CLERK. 24 High Street, Stoke sub Hamdon, Somerset TA14 6PS
Tel: 01935 822455 E-mail: clerksshpc@hotmail.co.uk

MEETING MINUTES HELD ON WEDNESDAY 5TH JUNE 2020

001 PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Hugh Donovan (Vice Chairman), and Mrs Sarah Moore (Clerk). There were no apologies

All actions taken in this meeting have been taken in accordance with the resolution passed at the meeting on 21st March 2020 *Minute ref: 20/054(a) Delegation of Powers.*

002 FINANCE:

a) Set Up Interest-Bearing Accounts

It was AGREED to move the ring-fenced reserves and invest them into interest-bearing accounts. This would enable the medium to long-term reserves to earn some interest and to keep the working budget capital to be separate. It was AGREED to

- i) Sports Pavilion Reserve to go into a 5-year Fixed Interest Charity Bond @ 1.7% with Cambridge & Counties Bank. The amount to be invested is £22,442.12. This includes this year's reserve allocation of £2,400.
- ii) To merge the Cemetery Reserve into the Asset Management Reserve, less the £12,500 set aside for HCAP and invest the remaining amount into the Melton Building Society 100-day Notice Account. The amount to be invested is £33,198.97.
- iii) To invest the Hamdon Youth Centre reserve of £37,115.76 and the HCAP reserve of £12,500 into a Lloyds Instant Access Business Savings account

b) Monthly Payments

It was AGREED for the Clerk to affect this month's payments for the Clerk's expenses, Evis Ground Maintenance, Stable Print & Design and Came & Company – PC insurance. These payments will be authorised by the Cllrs Brooks and Donovan

c) It was AGREED for the Clerk to draft a formal resolution to allocate this financial year's Reserve allocations in the accounts. This £2,400 for the Pavilion has been added to the 5-year Bond account)

d) It was AGREED that Cllr Brooks, acting as a Trustee of the Memorial Hall and the Hamdon Youth Centre, will make a formal request for the annual management grants of £1,000 and £2,000, respectively. The Clerk pointed out that the management grant for the youth centre was not paid in the 2019/20 financial year so it was agreed that the £2,000 due will be included in the formal request

003 ADMINISTRATION

a) It was AGREED for the Clerk to circulate councillors contract details to all members including the District and County Councillors.

- b) It was AGREED that the Clerk would draft up the new protocol for virtual meetings in line with NALC guidelines for approval at the July meeting. The Clerk will also set up guidance on how to access a virtual parish council meeting.
- c) Stonehill Allotments – The Clerk confirmed she had written to the allotment holder with the decision that the council were taking back two of his allotments due to non-compliance of the tenancy agreement and has asked for an amended cheque and a signed Tenancy Agreement. It was AGREED for the Clerk to instruct the groundsman to rotovate these plots.
- d) Countrywide Dispute – It was AGREED that the Clerk would get a price from the groundsman on the disputed areas and to write a final letter to Countrywide explaining that the Council will arrange to pay their invoice less the cost of the price quoted.
- e) Outstanding Items due to Covid-19 – It was AGREED that the Clerk would keep chasing for a lead time on delivery of the litter bin which is to go at the top of Windsor Lane and the grit bin which is to go just inside the Co-Op car park. Also, to contact Streetscene regarding the lengthsman programme, and to obtain quotes for the play equipment at Stonehill.
- f) Agenda Items - It was AGREED:
- i) July Meeting:
 - Ratification of all resolutions involving financial movements since lockdown
 - Ratification of all resolutions involving non-financial decisions made on behalf of the Council since lockdown
 - Review of key documents:
 - ❖ Standing Orders (to allow Zoom meetings for a year)
 - ❖ Financial Regulations
 - ❖ Data Protection Policy
 - ❖ Equality & Diversity Policy
 - ❖ Employers Liability Statement
 - ❖ Planning Working Group Terms of Reference
 - ii) September Meeting:
The Finance Working Group to meet in July/August via Zoom and produce a recommendation report for the meeting:
 - Risk Register & Management Plan
 - Internal Control Policy
 - Finance Working Group Terms of Reference

004 ANNUAL MEETING

The Clerk reported that new regulations have been set up – ‘The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020’. These Regulations enable local councils to hold remote meetings via video and telephone conferencing for a specified period until 7th May 2021. This date could be brought forward if Government rules are relaxed.

Under Regulation 4 it states that where an appointment is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting. Therefore, the current chairman will remain in place until an annual meeting is held (possibly next year) unless for some reason a replacement is required.

However, it was AGREED to email councillors for nominations for Chairman and Vice Chairman and the Working Parties.