

Colgate Parish Council Meeting 13<sup>th</sup> May 2020 at 6pm Remote meeting

Present

Councillors: Mrs. S Marley, Mrs. C Crosdil, S Davies, J Sired, Mrs. R Calvert, S Garley and V Finnegan.

In Attendance: Mrs. B. Clayden (Parish Clerk).

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Minutes

**1. Apologies.**

None

**2. Register of Interest on items on the agenda**

None

**3. Agree the minutes of 9<sup>th</sup> March 25<sup>th</sup> March 15<sup>th</sup> April and Planning for 25<sup>th</sup> March and 15<sup>th</sup> April.**

*All councillors agreed that the minutes were a true reflection of the meetings.*

**4. Members of the public -meeting opened for members of the public to speak on matters connected to the agenda.**

No members of the public attended

**5. Agree that Colgate PC will adopt the General Powers of Competency for 20-21 since all councillors have been elected and the Clerk holds the CILCA qualification.**

*All councillors agreed to accept the General Powers of Competency for the year 20-21*

**6. Finance-**

**Agree cheque payments for April and May and June 2020,**

**Cheques presigned. Payee completed. Amount to be added by Clerk on receipt of invoice. Any changes will need to be agreed by Chair or Cllr Davies.**

Schedule of payment

Bills paid March/April/May/ June

		£	
996	salary	1172.91 (19/20 accounts)-	sent 18 <sup>th</sup> April
997	airs	50	sent 18 <sup>th</sup> April
998	WSALC sub	858.08	sent 18 <sup>th</sup> April
999	salary April WSCC	818.17	sent 6 <sup>th</sup> May

1000	grant colgate VH	1000	Sent 6 <sup>th</sup> May
1001	grant /faygate VH	1000	sent 6 <sup>th</sup> May
1002	St Saviours	1000	sent 6 <sup>th</sup> May
1003	salary may		
1004	Insurance Came and co	393.85	Sent 16 <sup>th</sup> May
1005	lightining wsc		
1006	internal audit		
1007	wsc salary June		
1008	adm wsc		
1009	visionict	54	sent 18 <sup>th</sup> April
1010	b clayden office	13.50	Sent 18 <sup>TH</sup> April
1011	halc		
1012	Mobile top up	15	to be signed

Bills to be paid May/June. Estimate.-see above

*All councillors agreed the payment for April and May*

## **b) accounts and**

### **Summary May**

Income-	none
Balance current account 1.05.20	£21058.24

Bank Rec compared to electronic accounts are reconciled as of 1<sup>st</sup> May 20.

*All councillors agreed the report from the clerk with regards to the end of April 2020 and reconciliation to the bank statement and electronic accounts. Cllr Davies received a scanned copy of the documents to verify the reconciliation*

## **c) end of year accounts**

The clerk confirmed that all documentation has been sent to the internal auditor. The internal audit will be carried out on 21<sup>st</sup> May remotely. The PC will then be able to sign on the AGAR on 27<sup>th</sup> May 2020 and then onward transmission to external auditor.

**7. Insurance for Colgate PC-Came and co and Zurich policy**

*The Clerk provided councillors with 3 quotes prior to the meeting. After careful consideration councillor agreed to renew the contract with Came and Co for 3 years to secure a reduced premium. The Clerk will send cheque to Came and Co and upload the Employers Liability certificate to the website.*

**8. Volunteers fund from HDC for expenses-update**

The clerk reported that the volunteer structure within the Parish had settled down. There had been a reduction in vulnerable residents asking for help. At this stage there are more volunteers than vulnerable residents, so volunteers are coping. Colgate PC stated that they were very grateful to volunteers for their assistance with the vulnerable residents. HDC had voiced concerns that residents may need more financial assistance during the crisis with the volatility of the economical repercussions of the lockdown.

HDC have offered Colgate PC the chance to enter a grant scheme for vulnerable residents and reimbursements opportunities for volunteers should they be required or needed. This was a one off offer so enrollment had to be completed by 14<sup>th</sup> May.

*All councillors agreed to Colgate PC joining this scheme.*

£88 has been offered to Colgate PC during the first stage of the funding and this should be ringfenced and only use for specific Covid relief purposes. Any unspent funds will be returned to HDC.

Next meeting 27<sup>th</sup> May remotely from 6pm.

.....date 15<sup>th</sup> May 2020.....