

Colgate Parish Council Meeting 27<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 Cllr Hogben.

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

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Minutes

**1. Apologies.**

V Finnegan

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

None

**3. Agree the minutes of 13<sup>th</sup> May (full and planning)**

*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. Finance-**

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

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	lightening wsc		
1006	internal audit	162	sent 22 <sup>nd</sup> May
1007	wsc salary June		
1008	adm wsc	69.99	sent 15 <sup>th</sup> may
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	sent 1 <sup>st</sup> June
1013	Citizen Adv grant	500	sent 27th may
1014	Colgate sch grant	650	sent 28 <sup>th</sup> May

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

*All councillors agreed the payment for May and June*

*The clerk was also asked to pay the monthly subscription for Zoom as the meetings were exceeding the 39 minute limit with Zoom.*

## **b) accounts**

### **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 May 2020 and reconciliation to the bank statement and electronic accounts.*** Clerk will send reconciliation to Cllr Davies on receipt of the bank Statement for June.

## **b) Expenses**

The Clerk and Litter warden total expenditure for April /May 20 was £ 84.40

***All councillors agreed the expenses and the chair signed these off.***

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

The internal audit took place remotely on 21<sup>st</sup> May. The internal auditor section of the AGAR was duly signed off that day remotely with no suggested improvements. The internal auditor report was shared with the councillors prior to 27<sup>th</sup> May.

i-the clerk read out the Governance and accountability statement-

***All councillors agreed that all statements were true and correct and agreed that the chair should sign it off.***

ii- The Clerk read out the Accountant statement which the councillors had shared prior to the meeting

***All councillors agreed the end of year figures and the accounting statement and the chair duly signed it off the next day.***

iii- The Certification of Exemption was shared with the councillors prior to the meeting.

***All councillors agreed the council could sign the Certificate of Exemption- the chair duly signed it off the next day.***

The clerk will collate the correct documents for onward transmission to the external auditor. The public rights of the Electorate 19/20 will be posted to the website on 2<sup>nd</sup> June for commencement on 3<sup>rd</sup> June.

New regulations have also been received with regards to extending the dates for completion of the AGAR however the clerk stated that these new dates and extension were not required by the Colgate PC.

***All councillors agree the dates for the public notice for the rights of the electorate.***

#### **d) Grants-**

##### **Citizen advice Sussex-**

This application was distributed to all councillors prior to the meeting. A £500 was granted for a purchase of a laptop to assist remote working and give better access to the local population especially during the Covid 19 crisis.

##### **Colgate school-**

This application was received after the publication of the agenda. However due to the nature and urgency of the request the chair requested the application be considered under the general heading of grants. The application was distributed prior to the meeting.

It was agreed that £650 be awarded to Colgate School for awnings to be used during the Covid 19 crisis to provide outside shelter for pupils and staff to enable 2m social distancing and allow some pupils to return to school by creating an outside pop up classroom.

***All councillors agreed the grant monies for both applications.***

**6. Discuss the possible ideas/locations for pop up cycle routes**

WSCC maybe given a share of the 2 billion funds for pop up walking and cycling grant to allow social distancing and alternative modes of travel during the easing of the lockdown.

The councillors asked the clerk to suggest the following to WSCC- Pop up cycle route along the A264 to allow Kilnwood Vale residents to access Faygate village and for the wider community to reach Crawley and Horsham via a pop up cycle route between the 2 towns giving residents a safe way to reach other communities and vital shops without the need for public transport and car journeys.

**7. Agree all councillors can complete the Acceptance of Office electronically and councillors to ensure that their Register of Interests are up to date.**

***All councillors agreed to ensure their ROI was up to date.***

***All councillors agreed to receive all documentation electronically and this year the Chair would complete the Acceptance of Office remotely.***

**8. Discuss date of next meeting**

Meeting would commence at 6pm on the second Monday of every month except August and December whilst being held remotely. Planning meeting would be held on an 'as and when' basis on Wednesday at 6pm.

It was agreed by all councillors to return to the regular meeting dates -13<sup>th</sup> July 14<sup>th</sup> sept, 12<sup>th</sup> oct, 9<sup>th</sup> nov, 11<sup>th</sup> jan, 8<sup>th</sup> feb, 8<sup>th</sup> march (Annual community meeting), 12<sup>th</sup> April 10<sup>th</sup> May (Council Annual Meeting- re-election of chair).

**Meeting finished 7.15pm**

.....date 30<sup>th</sup> May 2020.....