

GELDESTON PARISH COUNCIL

Extra-Ordinary Meeting of the Parish Council Held on Wednesday 17th June, Virtual Meeting 7.30PM



Parish Councillors present: I. Ansell (chairman), J. Ashfield, L. Keep, L. Rowntree and D. Shave

1. Chairman's Welcome

- a. To receive apologies for absence. Cllr Crowfoot could not connect.
- b. To receive declarations of interest other than those registered with South Norfolk District Council. None
- c. To record the number of members of the public present. One District Cllr.

2. Minutes of last meeting

- a. The approval of previous meetings will be approved when we have face to face meetings.

3. Matters to be discussed at this virtual meeting

4. Matters to be discussed at this virtual meeting

- a. To receive an update and agree any action, regarding Internal Audit. The report was distributed to the councillors a week before the meeting, so that they had time to digest the report. The following recommendations were discussed:
 - 1 To update the Standing Orders and Financial Regulations to incorporate reference to the Public Contracts Regulations 2015. – This was noted and will be actioned by the Clerk.
 - 2 The Council to review and adopt the Standing Orders and the Financial Regulations and minute the action taken – This will be done after they are amended.
 - 3 To include reference to GDPR in the Council's Risk Assessment – This will be actioned by the Clerk.
 - 4 To ensure the annual review of the Risk Assessment and Internal Controls is carried out during the year of audit. – This will be implemented six months into the financial year.
 - 5 It is a requirement to review the effectiveness of the internal audit during the year of accounts. – This was being done now.All the councillors agreed with the findings.
- b. To approve to exempt ourselves from a limited assurance review as previously agreed, the year before. *Item 3b 5/5/20 (Prop: JA; Sec: IA)*. This was approved at previous meeting. (Prop: JA; Sec: LK) all agreed.
- c. To approve the annual governance statement – This was discussed and agreed. (Prop: JA; Sec: LR) all in agreement.
- d. To approve the accounting statements and note the Income and Expenditure account to 31/3/20 – It was noted that we need to update our asset register to show the removal of the

old broken play equipment to show £2,000. There was a discussion whether we should reflect in the asset register half of the SAM2 machine. **Action Clerk** to discuss this with the Clerk of Ellingham and Kirby Cane. (Prop: IA; Sec: LK) all in agreement.

- e. To complete the contact details form for PKF Littlejohn and to note the Rights of Inspection notice. – agreed.
- f. To receive an update on the website – The old site has been archived and closed down. We are at the moment without a website. The Clerk has worked hard on producing a new one. This should be online in the next couple of days.
- g. To discuss the COVID-19 situation – For the time being, we will continue to have meetings virtually. It was noted by the District Councillor, that the village hall should have applied for the funding, given out by South Norfolk Council.

5. Chairperson's report – Nothing to report.

6. New Issues

- a. **The meeting will be adjourned for public participation (maximum 10 minutes) for items to be discussed on the Agenda only.**

Cllr Bernard joined the meeting at 8pm. He reported that there has been an Emergency Meeting with the COVID-19 group. So far, the extra expenses have totalled 1.5 billion pounds. However, if this continues to December the extra expenses will total 4.5 billion pounds.

It was considered a good idea to have a parish council Facebook page, **Action Clerk** to look into this.

Parish Partnership was mentioned. This will be discussed at next council meeting.

It was noted that there is a drain problem again in The Street. After some discussion it was agreed to look into storming the drains. **Action JA** to look into costing and resolutions. Contact Highways.

The monies left for the Mutual Aid fund was discussed. Due to the fact that there maybe a second wave of pandemic, it was considered a good idea to leave the funding there. **Action LR** to note how much money we have left.

During this meeting, we dropped out after 40 minutes. **Action IA** to source the cost of a full version.

The installation of the Village Sign and the dog bin was mentioned. DS offered his services to help IA.

Date of next parish meeting: 15th July 2020 7.30pm

There being no further business the meeting closed.8.30pm

Signed:

(Chairman)