

DRAFT Minutes of the Meeting of the Beaworthy Parish Council

A Virtual Meeting held on Thursday 14th May 2020 at 7.30pm via Zoom.

1. **Apologies** - Cllr V J Holloway, Cllr P Balsdon
2. **Present** - Cllr Rendell (Chair), Cllr Sanders (Vice Chair), Cllr P Wonnacott, Cllr Coleman (RFO), Cllr Johnstone, A Braidwood (Clerk).
3. **Chairman's welcome.**
4. **Public Forum** - two members of the public were present, Cllr Southcott (WDBC) and Cllr Mott (WDBC)
5. **Declarations** of interest in items on the agenda. Nil
6. **Minutes of the previous meeting** held on **19th March 2020** were approved as a true record and signed by the chair.
7. **Councillor Reports.** – WDBC report - noted.

Chair handed over to Vice chair due to audio problems.

8. **Planning – New applications:**

1185/20/HHO – Supported – No comments

1005/20/HHO – Supported – No comments

1009/20/LBC – Supported – No comments

1128/20/FUL – Extension to be requested to allow consideration and to gain answers to some queries, Clerk to request extension.

9. **Clerks report** – noted – Report attached.

10. **Policies**

10.1 It was unanimously **RESOLVED** to adopt the Internal Controls Policy and review annually.

10.2 It was unanimously **RESOLVED** to accept the Finance Risk Assessment.

10.3 It was unanimously **RESOLVED** to adopt the Virtual Meetings Policy.

11. **FINANCES**

11.1 **End of Year Accounts** - The end of year accounts were presented and are attached. They were unanimously approved.

11.2 It was **RESOLVED** to approve the DD mandate for WDBC for the annual election recharge. Clerk to inform WDBC.

11.3 Clerk salary for May was approved for payment. RFO to look to set up a monthly standing order.

12. **West Devon borough Councillors report/update** - noted and attached.
13. **Part 2** – Enforcement list noted.
14. **Items for the agenda for next meeting** – Nil
15. **Date of next meeting** – 4 June 2020
16. **Meeting closed** at 2005 hours.

Clerk Update Report

Audit:

All audit documents are with the internal auditor. I am waiting to hear back from her. If we have our next meeting on 4 June we can authorise and sign all AGAR forms and we should have the auditor's report by then.

Precept

Precept remittance received dated 15 April. £1805.00 – As per our precept request.

Finance

Current payments in – see attachment

Summary spreadsheet also attached

WDBC election recharge has been paid by cheque but see Agenda item 10.2 – DD mandate to be agreed.

Localities cheque £100 received and deposited – any suggestions on possible uses please let me know.

The audit preparation of the finance risk assessment/internal controls revealed the RFO should not also be a bank signatory. This is why the clerk is normally the RFO. Currently Cllr Coleman is both. I would recommend we amend the RFO position to the clerk or begin the process of completing Nat West paperwork for a different/new signatory.

Bank Reconciliation

Annual Bank statement

MONTH	PREVIOUS BALANCE	TOTAL DEPOSITS
01 Apr 2019 to 31 Ma	£1,765.70	£1,914.00
YEAR	ENDING BALANCE	TOTAL WITHDRAWALS
2019/2020	£1,700.03	£1,979.67

Cash book deposits

deposit no.	date	amount	description	reconciled
1	01/04/2019	£939.00	Precept	yes
2	01/04/2019	£36.00	Grant	Yes
3	01/09/2019	£939.00	Precept	yes
TOTAL		£1,914.00		

withdrawals

type	date	amount	for	reconciled
chq	09/09/2019	£50.00	L Hill	yes
Chq 312	23/09/2019	£160.65	Insurance	yes
Chq 314	25/09/2019	£150.00	Beaworthy PCC	yes
Chq 313	27/09/2019	£150.00	Madworthy chapel	yes
Chq 317	17/09/2019	£84.49	Go Daddy website	yes
Chq 318	10/10/2019	£57.57	DALC	yes
Chq 321	04/12/2019	£500.00	Clerk Salary	yes
DD	14/10/2019	£35.00	ICO	yes
Chq 319	10/10/2019	£48.00	Littlejohn Fee	yes
Chq 322	16/01/2020	£48.00	DALC Trg	yes
Chq 323	16/01/2020	£104.00	Clerk Salary	yes
Chq 326	19/03/2020	£547.96	Clk salary	yes
Chq 327	19/03/2020	£44.00	Clerk salary	yes
TOTAL		£1,979.67		

Difference £0.00

Unpresented cheques NIL

Totals to Date									
Receipts									
Total	Precept	Grant	Bank Interest	VAT Refund	Column 1	Column2	Column3		
1,914.00	1,878.00	36.00	-	-	-	-	-		
Payments									
Total	Clerk's Salary	Grants and Donations	Admin	Office Costs	Insurance	Asset Maintenance	Election Costs	VAT	
1,979.67	1,245.96	300.00	70.41	164.94	160.65	-	-	37.71	
Bank Summary									
			Current A/A						
	01/04/19		1,765.70						
Receipts			1,914.00						
Payments			1,979.67						
Balance at			1,700.03						
Bank Reconciliation									
			Current A/A						
Balance per statement	31-Mar		1,700.03						
Outstanding cheques	Chq No	Amount							
Total Outstanding cheques			-						
			1,700.03						
Difference			-						

Section 2 - Accounting Statements	
Balances b/f	1,766
Precept	1,878
Total other Receipts	36
	3,680
Staff costs	1,246
All other Payments	734
	1,980
Balances C/f	1,700

WDBC Update/Report

For an update, most of the information has been passed on already. The council will be increasing its meeting schedule now the situation looks to continue with online meetings being broadcast via YouTube. Planning meetings will also take place as required. Times and agendas can be found on the website.

Funding has been paid now to most businesses in the area and a new hardship fund has been announced for those in need. Please advise if you need support with any vulnerable residents in your area.

I continue to post updates and share items of interest on Facebook – Bratton Clovelly Hub and recommend following the WDBC page for information.

Caroline

Cllr. C Mott
 Deputy Mayor
 Bridestowe Ward, West Devon Borough Council