

Beaworthy Parish Council MIN0042020

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.** Nil

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

WDDB 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 Mar 2020	£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

