

Minutes of the **ANNUAL GENERAL MEETING** of Staverton Parish Council held on Monday  
18 May 2020 at 6.30 pm.

**This meeting was held remotely on Zoom.**

The meeting started at 6.35 pm.

**45. PRESENT:** Chair Simon Richardson, Vice Chair Mark Frati, Cllr Lindsay Shaw, Cllr Nick Woodall, Cllr Kevin Lamb, Cllr Andy Borresen, Cllr Ray Symonds, Cllr Jeff Gibson and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin

**46. APOLOGIES:** Cllr Paul Nye and PCSO Andrew Maclachlan

**47. ELECTION TO OFFICE**

In view of the current Corona Virus crisis and in line with Government guidelines the Council will postpone the election to office of the Chair and the Vice Chair until 2021. Existing Chair Simon Richardson and existing Vice Chair Mark Frati will remain in office until the next AGM in May 2021.

**48. MINUTES OF THE LAST ANNUAL PARISH MEETING AND ANNUAL GENERAL MEETING OF THE PARISH COUNCIL** held on Monday 18<sup>th</sup> May 2019. The minutes were held to be true record. Chair Simon Richardson voted to accept the minutes and Vice Chair Mark Frati seconded this motion. The motion was carried unanimously.

**49. WILTSHIRE COUNCILLOR TREVOR CARBIN**

He explained that there was nothing to report from the Area Board for the time being. Councillors enquired about what support was forthcoming from the Community Foundation for Swindon and Wiltshire and requested figures for the number of Wiltshire Council employees furloughed under the Government Scheme during the Corona Crisis lockdown. **Action:** Cllr Carbin to report back to the Parish Council with these figures.

**50. CORONA VIRUS HELPLINE**

Cllr Lindsay Shaw explained how it took 4 days to get a support system up and running, initially using the NEXT DOOR STAVERTON online app. He also organized the printing of an emergency newsletter with the help of Staverton Newsletter Editor Natasha Webster, which was delivered by volunteers around the village to every home. This contained contact details and offered support to everyone unable to leave home for necessary shopping and medical essentials. He was contacted directly and to date he has put helpers in touch with up to 8 residents. Assistance was also immediately offered from the local church community. The measures put in place have proved to be very successful and the Parish Council thanked Councillor Shaw and all the volunteers who came forward to make it possible.

**51. SPORTS GROUND AND VILLAGE HALL**

**a. Contract for hire of Staverton Playing Field:** It had been agreed that the contract for the hire of the Staverton Playing Field should be updated and the new contract had been circulated to all Councillors for approval. Chair Simon Richardson proposed and Cllr Andy Borresen seconded that the new contract be adopted and used for the next season of football hire. This was unanimously agreed.

Cllr Lindsay Shaw said that he would be drafting proposals for the re-opening of the tennis courts. It was hoped that there could be a way to accommodate the new Corona Virus self-distancing and hand & court sanitizing guidelines.

**b. Village Hall Bookings:** All bookings have been suspended until further notice due to the Corona Virus epidemic. It was agreed that it would be very difficult to reopen the hall under the existing Government guidelines and the Parish Council would regularly review the situation and put together a plan of action for future hires. Cllr Shaw proposed setting up a Village Hall Committee and will look into this. **Action:** Cllr Lindsay Shaw to investigate further.

**52. FINANCE & AUDIT**

**a. Clerk's Financial Report:** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the report be accepted. The motion was carried unanimously.

**BANK ACCOUNTS AND PETTY CASH HELD**

Date of Balance		ACCOUNT BALANCES	Date of Balance	
£			£	
4,768.93	9.3.20	NAT WEST PRECEPT ACCOUNT	26,048.89	28.4.20
5333.59	9.3.21	NAT WEST - CLERKS GRATUITY ACCOUNT	5333.59	28.4.20
144.97	9.3.22	PETTY CASH	60.97	28.4.20

8251.16	9.3.23	<b>NAT WEST GROUND MAINTENANCE FUND</b>	6,739.52	28.4.20
50,000	9.3.24	<b>JULIAN HODGE BANK (Investment Bond 2 YR)</b>	50,000	28.4.20
15,000	9.3.25	<b>JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)</b>	15,000	28.4.20
<b>83,498.65</b>			<b>103,182.97</b>	

**NATIONAL WESTMINSTER PRECEPT ACCOUNT**

Date	Chq	Description	Net Cost £	Income £
<b>PAYMENTS SINCE LAST MEETING</b>				
1.4.20	1079	Refunded payment for cancelled Village Hall Booking Inv 280	24.00	
1.4.20	1080	Telephone and Laptop Insurance March 20	41.41	
1.4.20	1081	Cleaning Village Hall March 20	75.00	
1.4.20	1082	Newsletter Printing Spring 20	250.00	
6.4.20	1083	HMRC - PAYE and Employers NI	859.26	
15.4.20	1084	David Owen - PAYE fees	65.00	
20.4.20	1085	Printing Costs for Solidarity Newsletter, SIM package, Lock Box and Padlock	78.78	
20.4.20	1086	Telephone and Laptop Insurance April 20	65.16	
20.4.20	1087	Auditing Solutions - Internal Audit 2019-20	270.00	
1.4.20	so	Staff Costs March	912.68	
15.4.20	DD	Hills Waste - Mar 20	18.72	
27.4.20	dd	SSE Electric bill to Feb 20	77.04	
			<b>2,737.05</b>	
<b>PIS INCOME SINCE LAST MEETING</b>				
9.4.20	BACS	HMRC VAT refund Qtr 4 19/20		371.90
22.4.20	bacs	Small Business Grant (To be refunded)		10000.00
24.4.20	bacs	PRECEPT 2020/2021 (6 months)		12953.50
				<b>23,325.40</b>

**NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT**

Cheque No		Description	Net Cost £	Income
<b>PAYMENTS SINCE LAST MEETING</b>				
			0.00	
<b>PIS INCOME SINCE LAST MEETING</b>				
18.3.20	bacs	J Hodge Bank Interest Received		15.90
23.3.20	bacs	J Hodge Bank Interest Received		51.25
18.4.20	bacs	J Hodge Bank Interest Received		16.43
21.4.20	bacs	J Hodge Bank Interest Received		54.78
				<b>138.36</b>
<b>Nos PETTY CASH PAYMENTS SINCE LAST MEETING</b>				
To	Nos 1-3	Stationary	16.99	0

**b. REMOTE MEETINGS:** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the following documents be approved: i) Protocols for Zoom Meetings, ii) Standing Orders for Remote Meetings, iii) Risk Assessment for Remote Meetings, iv) Public Participation Instructions. The motion was carried unanimously.

**c. Annual Internal Audit Report 2019/20 by Auditing Solutions Ltd:** Councillors were pleased that the report stated that *“No issues had arisen and on the basis of the satisfactory completion of our detailed work on the Council’s accounting and other relevant records for the year, we have signed off the Internal Audit Report in the year’s Annual Return assigning positive assurances in each area.”* It was acknowledged that a recommendation in the Health and Safety Report on the Tennis Court was to reverse the opening of the second gate. As this will be very costly and the council reserves are very low at present, it will be built into a future programme of repair and renewal. Chair Simon Richardson proposed and Cllr Kevin Lamb seconded that the report be accepted. The motion was carried unanimously.

**d. Annual Governance Statement – Section 1 – Sound System of Internal Control and for Preparation of Accounting Statements:** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that all the statements in this document were correct and approved by the Parish Council. The motion was carried unanimously.

**e. Unaudited ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR 3) for 2019/2020.** The AGAR 3 will be viewed on the Staverton Parish Council Website. Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that this document be approved and be presented for final External Audit with PKF Littlejohn Ltd.. The motion was carried unanimously.

**f. RESERVES:** The Reserves at Year End 2019/20 were Precept Account: £4,981.67; Petty Cash Account: £81.46; Gratuity Fund Account: £5333.59; Maintenance Fund Account for Playing Field: £6668.31; and Investments with Julian Hodge Bank were £50,000 and £15,000. Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the reserves presented at the End of Year 2019/20 be accepted. The motion was carried unanimously.

**g. YEAR END ACCOUNTS 2019/2020 for STAVERTON PARISH COUNCIL:** These accounts have now been audited by Auditing Solutions Ltd and are subject to further review by PKF Littlejohn LLP. These documents will be available on the Staverton Parish Council Website. Chair Simon Richardson proposed and Cllr Nick Woodall seconded that this document be approved. The motion was carried unanimously.

**h. Commencement Date for the Exercise of Public Rights to Access the Accounts for 2019/20.** The date of the announcement will be the 12 June 2020 and records will be available on reasonable notice for inspection from Monday 15<sup>th</sup> June to Friday 24 July 2020. Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the commencement date for the Exercise of Public Rights to Access the Accounts be 15 June to 24<sup>th</sup> July 2020. The motion was carried unanimously.

**i. Approve Internal Auditor Auditing Solutions Ltd and External Auditor PKF Littlejohn LLP for Audit 2020/2021.** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that both of these auditors be approved to review Audit 2019/20 The motion was carried unanimously.

**j. Approve renewal of Membership to WALC/NALC and Community First for 2020/21.** Chair Simon Richardson proposed and Cllr Ray Symonds seconded that membership should be renewed for these organisations. The motion was carried unanimously.

**53. THE MEETING CLOSED AT 7.35 PM. DATE OF THE NEXT PARISH COUNCIL MEETING:** Monday 13<sup>th</sup> July 2020.