

DRAFT

GREAT EASTON PARISH COUNCIL

Minutes of the Annual Parish Meeting held on the 8th June 2020 by Zoom conference call at 7.00pm

Present: Cllrs P Long, (Chairman), P Brittain, C Johnston, G Vizma, L Walsh and R Wilson. D Gibley (Clerk).

In attendance: Mrs Lesley Holland.

49/20 Apologies for absence

D Cllr M Rickman

50/20. The Chairman opened the meeting by welcoming everyone to the third remote Zoom meeting of the year and explained that the regular monthly meeting would follow immediately after the Annual Meeting.

51/20. Previous minutes.

The minutes of the Annual Parish Meeting of 13th May 2019, previously circulated, were approved.

52/20 Matters Arising. None.

53/20.Election of Chairman

Cllr G Vizma proposed that Cllr Long continue as Chairman. This was seconded by Cllr R Wilson and agreed unanimously. Cllr Long accepted.

54/20. Election of Vice Chairman

The Chairman proposed that Cllr Brittain continue as Vice Chairman, seconded by Cllr L Walsh. This was agreed unanimously. Cllr Brittain accepted.

55/20. Annual Accounts

The Clerk, in his role as RFO, explained that the internal audit of the annual accounts for the FY ending 31 March 2020, had been completed and signed by Mrs Julia Brittain and had been found to be in order. He made the following points in relation to the Summary of Income and Expenditures, previously circulated, noting that:

- **Income/Expenditures.** There was a surplus of income over expenditure of £1,631.86, which had included a one-off expenditure of £2,240 on the three village gateways.

- **LCC loan for LED conversion.** The accounts show the first of the five annual repayments. The annual electricity savings are approximately £600/year.

- **Reserve/Precept.** The reserve funds of c£9,300 equate to approximately one year of regular expenditures and this is considered to be the minimum prudent level. The increased precept has been helpful in enabling the PC to meet increasing expectations. It was considered that the Precept should continue to be raised annually at least in line with inflation.

- **VAT.** VAT continued to be successfully reclaimed..

- **Reserve Account.** The reserve account of £1,763 includes: a £500 grant from HDC for VE Day commemoration, the Defibrillator -£500, closed charity funds - £508 and Election contingency -£200, (£200 retained each year towards a possible election at the next 4 year point).

-**Audits.** The external auditor continues to be PKF Littlejohn LLP but the Parish Council is certifying exemption from external audit as annual income/expenditures are less than £25,000.

- **Transparency.** The RFO confirmed that the financial records required to conform with transparency regulations will be posted on the website.

Cllr Brittain said that the financial accounts and their reporting to the PC continued to be well run and thanked the RFO for his work. This was endorsed by the Chairman. The Clerk said he would pass the relevant forms requiring signing to the Chairman after the meeting, before forwarding to the auditor and posting on the website.

The Chairman asked the accounts, as presented, be accepted. This was unanimously agreed.

56/20. Insurance and Annual Risk Assessment

The Clerk reported that the Annual Insurance policy has been renewed with Zurich Municipal and confirmed that Public Liability cover remains at £10M.

The annual Village Risk Assessment perambulation, which normally takes place in May/June, was postponed to next year because of Covid-19 social distancing requirements.

57/20. Sub-Committee and Charity reports.

- **Village Hall and Recreation Field.** The reports for both the Village Hall and the Recreation Field Committees have been previously circulated and are on the website. Both committees continue to operate most successfully for the benefit of the local community. The Parish Council directed that its appreciation of the work and commitment by the respective committees should be recorded and conveyed to the committee members.

Action: Clerk

- **Valentine Goodman Charity.** Cllr Vizma and Mr Ian Drummond continue as the two village trustees. Cllr Vizma said there had been a problem changing the bank signatories which had delayed the annual payments this year but the charity continues to be active.

58/20. Councillors' Responsibilities

The following responsibilities were agreed:

Chairman	-	Chairman and Village Hall rep.
Cllr P Brittain	-	Vice Chairman, Planning and Neighbourhood Plan monitoring.
Cllr C Johnston	-	Tree Warden, Conservation, Grass cutting and Recreation Field rep
Cllr G Vizma	-	Street Lighting and Valentine Goodman Trustee
Cllr L Walsh	-	Website, Data Protection and Transparency
Cllr Wilson	-	Community Actions, Flood alleviation and Volunteers.
Clerk	-	RFO

59/20. AOB

Mrs Holland raised the poor condition of Moulds Lane. It was agreed that this would be discussed at the monthly meeting.

60/20. Date of next Annual Parish Meeting

Monday 10th May 2021.

DAC Gibley
(Clerk)

Cllr P Long
(Chairman)