

Pontesbury Parish Council

NOTICE IS HEREBY GIVEN THAT AN EXTRAORDINARY FULL COUNCIL MEETING (VIRTUAL) OF PONTESBURY PARISH COUNCIL WILL TAKE PLACE ON MONDAY 13TH JULY 2020 ON THE ZOOM PLATFORM, AT 7PM. IF YOU WOULD LIKE TO ATTEND PLEASE EMAIL THE PARISH CLERK FOR THE LINK TO THE MEETING

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 3 **PUBLIC QUESTIONS AND COMMENTS**
- 4 **MINUTES OF COUNCIL** - To approve the Minutes of the Extraordinary Parish Council Meetings held on 9th and 23rd March 2020
- 5 **REMOTE MEETINGS POLICY** – To approve a policy for remote meetings
- 6 **STANDING ORDERS ADDENDUM JULY 2020** – to approve the addendum to Standing Orders
- 7 **SHROPSHIRE COUNCIL MEMBER** – To receive report from Cllr R Evans
- 8 **AUDIT**
 - 8.1 Note Internal Audit report (No action needed. Comments attached)
 - 8.2 Audit Annual Return for the year ended 31 March 2020 – to approve the Annual Governance Statement
 - 8.3 Approve following End of Year Accounts
 - a) 2019 -20 Receipts & Payments
 - b) 2019-20 Year End band reconciliation
 - c) 2019-20 Year End budgeting report
 - d) Annual financial report and Explanation of Variance
 - 8.4 Audit Annual Return – to approve the finance report & accounting statements for 2019/20
 - 8.5 Earmarked & General reserves for 2020-21
- 9 **STATUTORY BUSINESS/FINANCE**
 - 9.1 Receipts – to note income since the last meeting
 - 9.2 Payments for approval
 - 9.3 Retrospective approval of all payments since last meeting on 23/3/2020
 - 9.4 Approval of £30 for SALC Community Engagement and Event Planning training for Clerk
 - 9.5 Approval of £75 for financial support/training for Pavilion finances
 - 9.6 Approval of £30 for SALC fund-raising training
 - 9.7 Approval of transfer of remaining Pavilion budget (£3875) to Lloyds Pavilion account
 - 9.8 Approval of maximum budget of £750 for Parish Council and community noticeboards at The Pavilion
 - 9.9 Quarter 1 2020-21 Bank Reconciliation (all accounts) – to note
 - 9.10 Quarter 1 2020-21 Budget Monitoring - main parish council budget – to note
- 10 **RETROSPECTIVE APPROVAL OF DECISIONS MADE** – to consider and approve decisions made under delegated powers since Extraordinary meeting held on 23 March 2020
- 11 **ACCOUNTING PACKAGE FOR PARISH COUNCIL** – to delegate authority to Cllrs Hignett, Evans, Fletcher and Clerk to investigate and to approve a maximum budget of £800 to purchase a package and organise data input and training for Clerk.
- 12 **UPDATE ON BUS PARKING AT MARY WEBB SCHOOL AND HALL BANK IMPROVEMENTS** – To receive verbal update from Cllr N Hignett and to approve use of CIL Neighbourhood Fund to meet additional costs
- 13 **REOPENING OF PUBLIC TOILETS AND PLAY AREA** – to delegate authority to Cllrs Hignett, Evans, Fletcher and Clerk to investigate and put safe procedures in place
- 14 **COMMUNITY HUB/PONTESBURY LIBRARY UPDATE** – verbal update from Cllr D Fletcher including;
 - 14.1 to note the updated Pavilion budget for 2020-21
- 15 **COMBATING SOCIAL ISOLATION** – To consider financial contributions by the parish council to the following two projects. Feed the birds and telephone befriending. Recommendation £300 for each project
- 16 **NEW MODEL CODE OF CONDUCT CONSULTATION** – to consider a parish council response
- 17 **CLERK'S REPORT** – to receive a written report from the Parish Clerk on outstanding matters and action taken since the last Council meeting
- 18 **DATE AND TIME OF NEXT MEETING** – To **NOTE** that all future physical meetings are cancelled following Government guidelines. to discuss frequency of future meetings and purchase of zoom licence

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Clerk to the council 6/7/2020

Clerk: Debbie Marais, 8 Holbache Rd, Oswestry, Shropshire, SY11 1RP Tel: 01691 661157 Email: clerk@pontesburypc.org.uk