



**YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING**

**Wednesday 13 May 2020 2.00pm
Online Meeting**

AGENDA

1. Apologies for Absence
2. Declaration of Interest
3. Parish Council - Standing Orders and Financial Regulations
4. Public Question Time (30 minutes)
5. Reports from Borough and County Councillors
6. Update on HS2 from the Stone Rail Head Crisis Group
7. Approval of the published draft minutes of the Parish Council meeting held on 10th March 2020 (as previously circulated)
8. To consider any matters arising from the minutes not covered elsewhere on the agenda
9. Covid-19 Response - update on the work in the parish
10. Audit Timetable - to note the timetable for the annual audit and governance review
11. Asset register - to consider and approve the entries in the asset register
12. Risk Register - to consider and approve the council strategic and operational risk registers
13. Grass cutting contract- to review progress.
14. Report of the Clerk to the Parish Council:
 - a. Budget - update and schedule of payments
 - b. Correspondence and circulars
15. Reports from Parish Councillors on meetings/courses attended
16. Date and time of next meeting

Tuesday 16th June 2020 at 7.30pm

John Fraser
Clerk to the Parish Council

Date 08th May 2020

Changes to the Parish Council Standing Orders and Financial Regulations

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

- 1.1 The regulations which came in to force on 4 April enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year.
- 1.2 The Regulation also enables local councils to make standing orders to specify:
 - (i) how voting will be carried out,
 - (ii) how members and the public can access documents, and,
 - (iii) how remote access of the press and public by electronic means will take place.
- 1.3 Operating under the new arrangements, to ensure social distancing and to comply with the Regulations, has implications for the Council's Standing Orders and Financial Regulations. It is recommended that the following Addendum are included in the Standing Orders and Financial Regulations.

Yarnfield and Cold Meece Parish Council Standing Orders Covid-19 Special Arrangements

- (a) In response to the Covid-19 outbreak and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.
- (b) In the event that a "normal" meeting of the Parish Council cannot be convened because of the Covid-19 restrictions parish council meetings will be held online using the Zoom application and will be streamed live to the parish council's Facebook page.
- (c) Recordings of parish council meetings will be made and retained by the Clerk until such time as the minutes of the meeting are signed.
- (d) The link to the Facebook live recording of the meeting will be removed at the end of the meeting.
- (e) Minutes of parish council meetings held remotely will be agreed as a correct record and will be signed at the earliest opportunity by the chairman.
- (f) Any resident of the parish, or other person, who wants to ask a question of the Parish Council may do so by forwarding their request to the parish clerk no later than the day before the date of the parish council meeting.
- (g) On receipt of a request the parish clerk will add that person to the list of attendees and send to them by email a link to allow access to the meeting.

- (h) At the end of the public question time any guests will be asked to leave the online meeting. The Chairman of the Council reserves the right to exclude a person from the online meeting at the end of the public question time.
- (i) Failure to attend a meeting of the council on the grounds that the councillor is not willing to attend through an online meeting is recognised as being a reasonable ground for non-attendance.
- (j) Voting by councillors will be by a show of hands.
- (k) Planning applications recommendations are delegated to the parish clerk, after consultation with all councillors.
- (l) This delegated authority ceases to have effect on the 7 May 2021 or such earlier date as the Council may determine.

**Yarnfield and Cold Meece Parish Council Financial Regulations
Covid-19 Special Arrangements**

- (a) All standard recurring payments listed as line items on the budget or any payments for work approved by the council, will be delegated for payment by the Clerk at the appropriate time to prevent any late charges, such as salaries, HMRC, Grass Cutting contract and membership fees.
- (b) Payments made in accordance with paragraph (a) will be made by electronic bank transfer.
- (c) A monthly summary of payments will be notified by email to the Councillors.
- (d) Urgent or Non-recurring payments: Clerk has delegated powers to pay invoices of up to £3,000, following consultation with the Chairman, or if they are incapacitated the Vice Chairman or if they are incapacitated by any two councillors. The Clerk will forward to all councillor's details of any items paid under this authority at the time the payment is made.
- (e) All payments will be formally authorised by the parish council at the next full council meeting.
- (f) Grant Requests will be held until the next available Parish Council meeting.
- (g) This delegated authority ceases to have effect on the 7 May 2021 or such earlier date as the Council may determine.

Annual Governance and Accountability Timetable

Due to the impact of Covid-19 the Ministry for Housing, Communities and Local Government has extended the statutory audit deadlines for 2019-20 for town and parish councils. Under the new arrangements the AGAR must be approved and published by 31 August 2020

Annual Governance and Accountability Return - Timetable

Prepare Internal Audit Papers and pass to auditor

13th May 2020 - Council Meeting

- Asset Register - Approved
- Risk Register - Approved

9th June 2020 - Council Meeting

- Annual Internal Audit Report - noted
- Annual Governance Statement - approved
- Accounting Statement - approved
- Exercise of Public Rights - approved

10 June 2020 - Publish notice of appointment of date for the exercise of public rights

- Start date - Monday 15 June 2020
- End date - Friday 24th July 2020
- Publish on the website

10 November 2020 - Council Meeting

- Results of external audit - noted
- Agree action plan (?)
- Publish on the website

Send to External Auditor

- a) Internal Audit Report
- b) Governance Statement
- c) Accounting Statement
- d) Analysis of any year on year budget variations (None)
- e) Bank Reconciliation at 31 March 2020
- f) Additional audit requirements
- g) Details of exercise of Public Rights

Publish on Website

- a) Details of exercise of Public Rights
- b) Internal Audit Report
- c) Governance Statement
- d) Accounting Statement
- e) Declaration that accounts are as yet unaudited
- f) The name and address of the External Auditor

Publish on Website

(by 30 November 2020)

- a) Notice of the conclusions of the audit
- b) Governance Statement (including and amendments)
- c) Accounting Statement (including any amendments)
- d) External Auditors Report and Certificate

