

## Chiddingly Parish Council

[www.chiddingly.gov.uk](http://www.chiddingly.gov.uk)

### Chairman

Julian Richards  
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### Clerk

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10<sup>th</sup> June 2020

Members of Chiddingly Parish Council are summoned to a 'virtual' **Parish Council Meeting** to be held via 'Zoom' on **16<sup>th</sup> June 2020** commencing at 1930 hours.

The public have a right and are welcome to attend the online meeting, it will be held via Zoom conferencing, please follow the link below to join:

Meeting Link: <https://zoom.us/j/97483769424?pwd=RVZub3BKMDc4UHFHb0VPcGx4NGhQQT09>

Meeting ID: 974 8376 9424

Password: 654850

If any members of the public have a comment or query regarding the agenda if possible, please email the clerk prior to the meeting.

The agenda for this meeting is a reduced agenda due to the current situation and includes mandatory items together with items considered important to the parish. This meeting will be recorded for the use of the Clerk to produce the minutes of the meeting, the recording will be destroyed once the minutes are declared and signed as a true record.

**Note to Public:** The Parish Council will be discussing confidential employment matters. As such at the start of the meeting the Parish Council will propose and vote on a motion to exclude the Public from part of the meeting.

Signed: *Julie O'Donnell* Clerk to Chiddingly Parish Council.

### AGENDA

1. Apologies and reasons for absence.
2. The Chairman will invite Councillors to declare any interest they may have in the following agenda items.
3. Minutes of 23<sup>rd</sup> May 2020 Parish Council Meeting to be agreed and signed as a true record.

This meeting is being held under the provisions made on the 4 April 2020, when the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

*The meeting is then suspended for 10 minutes, if required, for the Public to express a view or ask a question about any item on the following agenda.*

4. Clerk and Councillor reports arising from the minutes 23<sup>rd</sup> May 2020 not covered elsewhere in the agenda:
5. Council vote – motion to conduct Agenda item 19 as a closed session and exclude the public from attendance as confidential employment matters to be discussed.
6. Councillor Reports:
  - 6.1. Cllr Draper (WDC).
  - 6.2. Cllr Nick Bennett (ESCC)
7. Correspondence:
- 8. Financial Matters**

*Due to the current Covid 19 situation, the end of year audit has been delayed. Until this process is complete, we are unable to provide RBS reports for the current financial year.*

*Until the financial year end procedures are completed, any payments for the new financial year cannot be input to RBS, so there will be an Excel document of payments, and not an RBS payment report.*

- 8.1. To approve and authorise accounts payable (as detailed on the Excel document payment list)
- 8.2. To acknowledge the receipt of the following finance documents prepared for the end of year finances, internal and external audits, as emailed to full council on 29<sup>th</sup> May 2020 for the year ending 31<sup>st</sup> March 2020:
  - Internal audit plan
  - Last years AGAR section 1,2 & 3 from PKF Littlejohn
  - Chiddingly Internal Audit report 2018-2019
  - Cashbook for current account
  - Cashbook for savings account
  - Cashbook for CIL account
  - Bank reconciliation current account to 31<sup>st</sup> March 2020
  - Bank reconciliation for savings account to 31<sup>st</sup> March 2020
  - Bank reconciliation for CIL account to 31<sup>st</sup> March 2020
  - Detailed receipts and payments
  - Earmarked reserves 31<sup>st</sup> March 2020
  - Summary receipts and payments
  - Trial balance for current year 31<sup>st</sup> March 2020
  - VAT return to 31<sup>st</sup> March 2020
  - Explanation of differences
  - Excel sheet bank reconciliation 2019-2020
  - Cash and Investment reconciliation
  - Financial regulations 2019
  - Model Standing orders
  - Draft minutes from Dec 2019
  - Grants policy 2021-2022
  - Grant application form
  - Chiddingly Parish Council procedures re response to consultation requests
  - Chiddingly Parish Council procedures re gifts and hospitality

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- Risk Assessment
  - Fixed Asset Register
  - Insurance policy and schedule
  - Minutes of meeting 21<sup>st</sup> May 2019
  - Statement of Internal Controls
  - Proposed budget setting document
  - Chiddingly Parish Council half year financial review 30<sup>th</sup> September 2019
  - November 2019 meeting agenda
  - Draft minutes Nov 2019
  - Summary receipts and payments by budget heading 21<sup>st</sup> January 2020
  - Bank cash and investment reconciliation as of 21<sup>st</sup> January 2020
  - Precept remittance for April 2019 & September 2019
  - Chiddingly Parish Council Financial Reserves Policy – proposed
  - Grant covering letter
  - Section 2 AGAR
  - Financial summary report 2019-2020
- 9. Internal Audit** - to receive the internal auditors reports and consider his recommendations for the next financial year
- 10. Annual Governance Statement**
- 10.1.** To review the effectiveness of the system of internal control and prepare the annual governance statement.
- 10.2.** Resolve that full parish council approve the Annual Governance Statement.
- 10.3.** For the Chairman to sign the Annual Governance Statement.
- 11. Annual Accounting Statements.**
- 11.1.** For full parish council to consider the Accounting Statements
- 11.2.** Resolve that full parish council approve the Accounting Statements
- 11.3.** For the Chairman to sign the annual Accounting Statements
- 12. Pension discretions policy**
- 12.1.** To agree and adopt the new discretions as requested by the East Sussex Pension Fund
- 13. General Reserves Policy**
- 13.1.** To agree and adopt the General Reserves Policy
- 14. Notice of Vacancy** - update
- 15. Respond to East Sussex Fire Rescue consultation** – To consider Cllr Allan’s report and to agree an appropriate response to the ESFR consultation
- 16. Exercise equipment** - to discuss and agree the proposal and quotation from Fresh Air Fitness, Cllr Newham
- 17. Village car park repairs and fencing** – update from Cllr Welsh
- 18. Village Hall grant** - to discuss whether the council agree surplus money granted for the toilet refurbishments at the village hall can be diverted to the Hall’s maintenance fund.
- 19. Council vote** – Confidential employment matters items to be discussed

*The next virtual parish council meeting will take place on Tuesday 21<sup>st</sup> July 2020 at 7.30p.m.via Zoom conferencing.*