

NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL BOARD

Minutes the Annual Parish Council meeting held on Monday 18th May 2020 at 7.00 p.m.

Held as a virtual Zoom meeting.

In attendance: Chair Cllr Weeden, Cllrs, F Bihlmeier, N Hughes, C Kenny, J Larkham, S. O’Leary, L. Love & G Moir. Plus the Clerk, no members of the public were present.

1. **To Elect a Chairman & complete declaration of office**
Cllr Weeden was re-elected as Chair unopposed (proposed Cllr Hughes, seconded Cllr Larkham). The Clerk advised that he would forward the declarations of office form for signature
2. **To Receive and Accept Apologies for Absence**
None
3. **To Elect a Vice Chairman & complete declaration of office**
Cllr Hughes was re-elected as vice Chair unopposed (proposed Cllr Weeden, seconded Cllr Love). The Clerk advised that he would forward the declarations of office form for signature
4. **To approve the minutes of the previous council meeting on 27th April 2020**
The minutes of the April meeting were duly approved
5. **To review and approve the latest issue of the Asset Register confirmed as correct by Cllr Bihlmeier and the clerk**
The clerk advised that he and Cllr Bihlmeier had reviewed the register and the assets and were satisfied it was correct. It was **resolved** to approve the register
6. **To receive from the clerk confirmation of insurance cover for all insurable risks**
The clerk advised that the policy with Came and Co covered all insurable risks.
7. **To consider and approve the latest revision of the risk register**
The register was duly approved
8. **To consider and confirm councils’ eligibility for “General Power of Competence” status**
The Clerk advised that council continued to meet the regulatory requirements (Qualified Clerk & 2/3rds of council elected). It was therefore **resolved** to continue to operate under “general power of competence” permissions.
9. **To review current subscriptions to other bodies and agree continuation**
(currently GAPTC £360, ICO £35, Glos Playing fields £50,) It was **resolved** to continue to subscribe to the above bodies
10. **To Agree Standing Committees and remit thereof – (currently Finance and Employment, Highways, Planning & Burials)**
Finance
 - **To agree number of members - Currently 5**
After discussion it was **resolved** that Cllr’s Bihlmeier, Hughes, Kenny, Moir & Weeden would be elected as members of the committee. It was further agreed that Cllr Moir would be the non signatory member to conduct the quarterly bank statement checks**Highways**
 - **To agree number of members - Currently 3**
Cllrs J Larkham, L Love & S. O’Leary were re elected unopposed**Planning**
 - **To agree number of members – Currently 3**
Cllrs F Bihlmeier & C Kenny & S. O’Leary. Were re elected unopposed

Burials

- **To agree number of members** – Currently 3 (inc Co opted PCC rep)

Cllr Moir & Cllr were elected. It was also agreed that Mr A Curtis would be a co-opted member from the Parochial Church Council.

11. **To Consider appointments of Councillors to external Bodies.**

A 48 meeting: Cllr S O’Leary was re elected unopposed

12. **To Consider appointment of Liaison Cllrs to other Organisations**

Allotment liaison : Cllr Larkham was re elected unopposed

13. **To Review and re adopt revised Standing Orders (2018 revision)**

It was **resolved** to re adopt standing orders

14. **To Review and adopt financial regulations (2019) revision updated May 2020**

It was **resolved** to adopt the financial regs as modified in May and circulated to council

15. **To Consider re- adoption of all procedures.**

After discussion it was **resolved** to re adopt :Freedom of Information, Grievance, Disciplinary, Complaints, Child Protection, , & Code of Conduct.

It was further agreed that Cllr Weeden would review Risk assessment & Emergency Plan procedures with respect to Covid – 19 implications. Review at June PC meeting.

16. **To consider re -adoption of a General data Protection Regulations (GDPR) procedure.**

It was **resolved** to re adopt the above procedure.

17. **To confirm continuation of payments using the BACS process and cheques.**

It was **resolved** to continue making payments using the BACS process.

18. **To confirm Bank Signatories (BACS & Cheques) and agree additional signees**

After discussion it was agreed that Cllrs F Bihlmeier, C Kenny, S. O’Leary & T Weeden, Plus Clerk would continue as signatories for cheques. Cllrs O’Leary & Weeden to submit requests for approval for BACS transactions to Lloyds bank as soon as is practical.

Note: Clerks cheque signature is for confirmation that correct procedures and Quotation processes have been followed. The Clerk has admin rights to create BACS schedules.

19. **To Confirm payment of Aviva Insurance, Green Octopus utility (clock Tower)**

(changing rooms), **Vodafone mobile & PWLB loan by Direct Debit.**

It was **resolved** to continue payment of the above by direct debit.

20. **To review and agree continuation of annual RPI increases to the following: Allotment rents, Parking fees (rounded up to nearest £10) & Burial charges.**

It was **resolved** to continue increasing the above charges by RPI annually on the 1st April. Parking charges to increase by a minimum of £10

21. **Confirmation of dates for Council and committee meetings during 2019/20**

As per full Schedule previously agreed.

Notes: Standing order requirements are a minimum of three ordinary meetings in addition to the Annual Parish Council Meeting.

Minutes of Annual parish Council Meetings are approved at the June PC meeting

There being no further business the meeting closed at 7.25 p.m.

Signed.....

Date.....