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BRANDON AND BYSHOTTLES PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

HELD VIA ZOOM

ON FRIDAY 31ST JULY 2020 AT 6.30PM

PRESENT

**Councillor S Nelson (in the Chair),
and Councillors Bell, Bonner, Mrs Bonner, Mrs Catterson, Clegg, Hindmarch, Jamieson,
Nelson and Turnbull**

1. DECLARATIONS OF INTEREST

There were no declarations of interest received.

2. PUBLIC PARTICIPATION

There were no questions from the public in the specified time.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chaplow, Mrs Clegg, Grantham, Mrs Leckenby, Rippin, Mrs Rodgers, Stoddart and Mrs Wharton

RESOLVED: To receive the apologies.

4. MINUTES OF THE MEETING HELD ON 21ST FEBRUARY 2020

RESOLVED: That the minutes of the meeting held on 21st February 2020, be confirmed as a true record and signed by the Chairman

5. MINUTES OF THE ALLOTMENT COMMITTEE HELD ON 3RD MARCH 2020

RESOLVED: That the minutes of the meeting held on 3rd March 2020, be confirmed as a true record and signed by the Chairman

6. MINUTES OF THE FINANCE COMMITTEE HELD ON 4TH MARCH 2020

RESOLVED: To approve the minutes of the meeting held on 4th March 2020, be confirmed as a true record and signed by the Chairman

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7. **MINUTES OF THE ALLOTMENT COMMITTEE HELD VIA ZOOM ON 17TH JUNE 2020**

RESOLVED: That the minutes of the meeting held on 17th June 2020, be confirmed as a true record and signed by the Chairman

8. **APPROVAL OF END OF YEAR ACCOUNTS AS AT 31ST MARCH 2020**

Approval was requested for the end of year accounts as at 31st March 2020.

RESOLVED: To approve the end of year accounts for 31st March 2020.

9. **APPROVAL OF ESTIMATES/ACTUAL AS AT 31ST MARCH 2020**

Approval was requested for estimates/ actuals as at 31st March 2020.

RESOLVED: To approve the estimates / actuals as at 31st March 2020.

10. **WARD ESTIMATES / ACTUAL AS AT 31ST MARCH 2020**

Approval was requested for ward estimates/ actuals as at 31st March 2020.

RESOLVED: To approve the ward estimates/ actuals as at 31st March 2020.

11. **APPROVAL OF THE ANNUAL INTERNAL AUDIT REPORT 2019/ 2020**

Approval was requested for the Annual Internal Audit Report 2019/ 2020.

RESOLVED: To approve the Annual Internal Audit Report 2019/ 2020.

12. **APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT 2019/ 2020**

Approval was requested for the Annual Governance Statement 2019/ 2020.

RESOLVED: To approve the Annual Governance Statement 2019/ 2020.

13. **APPROVAL OF ACCOUNTING STATEMENTS 2019/ 20**

Approval was requested for the Accounting Statements 2019/ 2020.

RESOLVED: To approve the Accounting Statements 2019/ 2020.

14. **REVIEW AND APPROVAL OF THE FOLLOWING POLICIES:**

- a) Standing Orders
- b) Financial Regulations
- c) Document Retention Policy
- d) Disciplinary Policy
- e) Grievance Policy
- f) Anti-Fraud and Corruption
- g) Effectiveness of Internal Audit
- h) Risk Assessment & Management

RESOLVED:

To approve the following policies:

- b) Financial Regulations
- c) Document Retention Policy
- f) Anti-Fraud and Corruption
- g) Effectiveness of Internal Audit
- h) Risk Assessment & Management

: To include in a) Standing Orders

Coronavirus Pandemic

Due to the Coronavirus pandemic, at the present time, grants to community organisations will be reviewed differently. Any local projects undertaken to assist young or elderly and the vulnerable, who may require assistance at this difficult time, if the Council considers to be appropriate, may be considered.

: Item numbers d) Disciplinary Policy and e) Grievance Policy for the Clerk to make enquiries through CDALC to possibly obtain legal advice and then organise a Personnel Committee meeting to discuss the policies.

The meeting concluded at 6.55pm

Signed S Nelson.....

Date 18/12/2020.....