

SHEPTON BEAUCHAMP PARISH COUNCIL – Council Minutes

MINUTES OF THE EXTRAORDINARY MEETING OF THE SHEPTON BEAUCHAMP PARISH COUNCIL

Held on Tuesday 30th July 2019 at 7:30 PM in the Village Hall, Middle Street,
Shepton Beauchamp, TA19 0LQ

Councillors Present: Nigel Wylie Carrick (Chairman) Angle Joy (Vice Chairperson)
 Roger Cripps Richard Martin
 Clare Lillywhite Clerk – Jane Brown

198. **To receive apologies for absence and to approve the reasons given** (LGA 1972s85(1)).

Apologies received from Ed Wakely and Sarah Brunt

RESOLVED – To accept the apologies given

199. **Declarations of interest** – Members to declare any interest, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council’s Code of Conduct and to consider any prior requests from members for dispensations that accord with the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)

NONE

200. **To approve and sign as a correct record the minutes of the Parish Council Meeting held on Monday 15th July 2019** (LGA 1972 sch 12, para 41(1)).

RESOLVED – That the minutes of the Parish Council meeting held on the 15th July 2019 be signed as correct.

201. **Finance** – to establish and certify exemption from the requirement for a limited assurance review.

RESOLVED – That this council certifies itself as exempt from the requirement for a limited assurance review.

202. **Finance** – to receive and approve the Annual Internal Audit Report for 2018/19.

RESOLVED – To approve the Annual Internal Audit Report for 2018/19

203. **Finance** - to approve the Annual Governance Statement (s.1 of the Annual Governance and Accountability Return 18/19). (Account & Audit Regulations 2015)

RESOLVED – To approve the Annual Governance Statement (s.1 of the Annual Governance and Accountability Return 18/19)

204. **Finance** - to approve the Annual Accounting Statement for the year ending 31 March 2019 (s.2 Annual Governance and Accountability Return 18/19). (Account & Audit Regulations 2015)

RESOLVED – To approve the Annual Accounting Statement for the year ending 31 March 2019 (s.2 Annual Governance and Accountability Return 18/19). (Account & Audit Regulations 2015)

205. **Finance** - to review income and expenses and approve and sign payments.
 Bank Reconciliation to 25th July 2019
 Chq 561 South Somerset District Council £1056.72 Ranger Apr – Jun 19
 Chq 562 Pinnacle Accountancy £144 Internal Audit
 Chq 563 SALC £55 Training NWC 17th & 24th July
RESOLVED – To approve and sign the cheques listed above and sign as correct the Bank Reconciliation as at 25th July 2019
206. **Finance** – to agree to make changes to the bank mandate to remove Mrs J Brown and add Mr N D Wylie Carrick as a cheque signatory.
RESOLVED – To agree to make changes to the bank mandate to remove Mrs J Brown and add Mr N D Wylie Carrick as a cheque signatory.
207. **To appoint a Proper Officer and to appoint an RFO** - in the absence of a Parish Clerk & RFO to appoint a Proper Officer to the Council and to appoint an RFO to carry out the duties of Parish Clerk and RFO from Wed 9th Aug 2019 until a replacement is found.
RESOLVED – To appoint Cllr Martin as interim Proper Officer and RFO until a new clerk and RFO has been appointed. Unanimously agreed.
208. **Staffing Committee** - to approve the Terms of Reference and Delegated Powers for a Staffing Committee with for the recruitment process of a Parish Clerk & RFO.
RESOLVED – To set up a staffing committee to oversee recruitment and staffing matters and to appoint Cllr Wylie Carrick Chairman, Cllr Joy Vice Chairperson, Cllr Cripps, Cllr Martin onto the committee and also Cllr Rowswell if he is in agreement.
209. **Lethbridge Recreation Ground** – car park access and opening.
RESOLVED – To put a post on the Village Face Book Page advising that the gates are now open during daylight hours.
210. **Items for the next agenda.**
Review Proper Officer and RFO position
Vice Chairperson position
Parish Council organisation
Training for Councillors
Standing Orders
Speedwatch
Asset Register – Village Hall ownership/relationship with PC and Five’s wall valuation
Railing for steps outside church
Steps leading to allotments
VE Day May 2020