



Serving the communities of Giltbrook, Greasley, Moorgreen, Newthorpe & Watnall.

Minutes of the Annual Parish Council Meeting held on
Friday 22nd May at 7:00pm

Members Present: Councillors Mrs J Layton (Chairman), M Brown, R Jones, A Limb, R Willimott and Mrs B Willimott

Also Present: Mrs V Arkell (Temporary Clerk & RFO), Allan Bone (Sports Centre Manager)

FCV20/21.01

To receive any apologies for absence

Councillor Peter Pickering

FCV20/21.02

To receive any declarations of interest

None

FCV20/21.03

To elect a Chairman for the 2020/21 municipal year

The Chairman asked for nominations. Cllr Michael Brown was nominated, proposed, and seconded. No further nominations were made. Cllr Brown was elected as Chairman for the 2020/21 municipal year.

FCV20/21.04

To receive the Chairman's Declaration of Acceptance of Office

Cllr Brown thanked members and signed the Declaration of Acceptance of Office. As elected Chairman he became Chair for the rest of the meeting.

FCV20/21.05

To elect a Vice Chairman for the 2020/21 municipal year

It was proposed to delay the election of vice chairman until after COVID-19 so all members of the Council had the opportunity to be nominated. This was agreed

FCV20/21.06

To receive the Vice Chairman's Declaration of Acceptance of Office

N/A

FCV20/21.07

To note the minutes of the Annual Parish Council meeting held 13th May 2019

Noted

FCV20/21.08

To appoint Committees, Sub Committees, Working Groups and Chairmen and Vice Chairman

It was proposed to delay the election of Committees and Working Groups until after COVID-19 so all members of the Council had the opportunity to be nominated. This was agreed.

It was agreed that Cllr Limb would continue as acting chair of F&GP until this time.

Representatives to outside bodies

There were no representatives present. It was proposed to contact Friends of Colliers Wood.

FCV20/21.09

To approve dates and times of Council/Committee cycle for 2020/21

It was agreed that meetings would continue to take place on the second Monday of every month. This is to be reviewed after COVID-19.

FCV20/21.10

To confirm banking arrangements and signatories for 2020/21 and during COVID-19

The Clerk provided details of the current banking arrangements and signatories. It was agreed that no changes would be made.

During COVID-19 the current process is to pay invoices by BACS rather than cheque.

Invoices received are checked and authorised for payment by the Temporary Clerk Vikki Arkell. The Clerk then authorises payment via email to the Admin Assistant, Donna Kemp. DK then double checks the invoice and arranges BACS payment using CO-OP Online banking. The invoice is then checked and authorised through Online Banking by Cllr R Willimott. This process is the same for the Payroll.

The Council agreed that this method is accurate and adequate, and this method can continue as long as it is deemed necessary.

FCV20/21.11

To discuss/approve method of filling Councillor Vacancies/ Co-option of Councillors

The Council discussed the applications for Councillors. 3 members of the public have given written notice to be considered for Council.

Pauline Jackson was discussed.

A vote took place and the applicant was co-opted.

Tina Bird (Previous Councillor) was discussed.

A vote took place and the applicant was co-opted.

Maureen Lofkin (Previous Councillor) was discussed.

A vote took place and the applicant was co-opted.

FCV20/21.12

Suspension of Standing Orders

FCV20/21.13

Public Question Time

No Public Present

FCV20/21.14

Reinstatement of Standing Orders

FCV20/21.15

To approve the minutes of the previous Full Council meeting 10th March 2020

It was resolved to receive and approve the minutes.

FCV20/21.16

To approve the minutes of the Casual Meeting 17th March 2020

It was resolved to receive and approve the minutes.

FCV20/21.17

To approve the minutes of the previous Extraordinary Council meeting 23rd March 2020

It was resolved to receive and approve the minutes.

FCV20/21.18

Report of the Clerk & RFO including accounts for payment

It was resolved to receive and approve the report

FCV20/21.19

Report of the Centre Manager

The Centre Manger presented a draft Re-opening plan to the Council. This will be discussed at the next meeting.

FCV20/21.20

Report of the Chairman of F&GP & presentation of minutes 24th February

Due to previous meeting being postponed, the acting chairman did not have a report. The minutes were previously received – This will be discussed at the next F&GP Committee meeting.

FCV20/21.21

AGM scheduling

Due to COVID-19 the AGM has been cancelled for the municipal year.

FCV20/21.22

Review of Documents

- a. Internal Audit Plan 19/20 – **Reviewed and Approved**
- b. Standing Orders– **Reviewed and Approved**
- c. Financial Regulations– **Reviewed and Approved**
- d. Risk Assessments– **Reviewed and Approved**
- e. Asset Register and Inventory. – **Reviewed and Approved**

FCV20/21.23

To receive/discuss 2019/2020 end of Year Finances, Audit Report and Financial Update

The Clerk answered questions about the end of year finances. The Temporary Clerk, Pells accountancy firm and Howard Jones were thanked for their hard work to make sure the internal audit was completed as normal during this difficult time.

The Clerk updated the Council on the following:

1. **Business Interruption Insurance Claim**
Unfortunately, we are not eligible to claim on the insurance under the “Business Interruption” clause. This can only be claimed for in relation to another claim
2. **The Retail, Hospitality and Leisure Grant.**
Unfortunately, we do not qualify for this, which is a shame as it would be for £25,000. This time it is because our taxable rate is over the threshold.
3. **COVID-19 Job Retention Scheme**
Our Furlough/Wages claim has been lodged for the Leisure Staff and the first payment has been received.

FCV20/21.24

Items for future agenda

Reopening of the Sports and Community Centre

Meeting closed at 9:00 pm

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| Signed by Chairman | |
| Date | |