



COTFORD ST LUKE PARISH COUNCIL

The Community Centre, Bethell Mead, Cotford St Luke, Taunton TA4 1HZ www.cotford-st-luke.org.uk

EXTRAORDINARY MEETING OF COTFORD ST LUKE PARISH COUNCIL

Held virtually on ZOOM on Wednesday 22nd July 2020 at 6.30pm

MINUTES

Present: Cllr Coucher (Chair), Cllr Beaufoy (Vice-chair), Cllr Hutson, Cllr Woodford, Cllr Perrett, Cllr Davies, Cllr Lisa Davies

Clerk: Louisa Gillett

1 Apologies

None received.

2 Declarations of Interest

None declared.

3 Acknowledgement of the internal audit

The internal audit was carried out by Jill Larcombe and her report was circulated to the councillors prior to the meeting. The Clerk read out the report in the meeting and the councillors responded to points raised by the internal auditor.

1. *Formal appointment of Clerk as Responsible Financial Officer.* The Clerk has not been formally appointed as RFO. This will be minuted at the next meeting of the parish council in September 2020.
2. *Review of Statement of Internal Control.* This will be done by the Clerk and proposed at the next meeting in September 2020.
3. *Review of Effectiveness of the Internal Audit.* The Clerk will write the review and circulate it to the councillors for their consideration.
4. *Authorisation of payments at parish council meetings.* This recommendation was implemented at the meeting held on 16th July 2020; all payments now have a proposer and a minuted resolution of agreement to pay.
5. *Identification of S137 payments.* In the future the minutes will state the reason(s) for deciding to use S137 to make donations or payments. S137 expenditure is governed by the Local Government Act 1972 and SALC provides updates to these regulations.
6. *VAT return for 2019/2020.* This will be done during August 2020.
7. *Adequacy of reserves.* The Clerk's quarterly financial report will include statement showing the balance of the reserve funds.
8. *Fidelity insurance.* Zurich Insurance has increased the council's Fidelity Insurance to £100,000.
9. *Councillor meeting apologies.* Councillor apologies for meetings are recorded under the Apologies heading, and acceptance by the councillors of the apology will be minuted.
10. *Sharing council information on the web site.* Several documents are missing from the web site. These have been forwarded to the Media and Communications Working Party and will be added to the new web site. The list of payments over £100 made during 2018/2019 will be added to the web site at a later date.
11. *Employment Statement of Terms and Particulars.* The Clerk will investigate what this is and whether it is required.

Chairman Adrian Coucher cllrcoucher@cotford-st-luke.org.uk

Clerk & Responsible Financial Officer Louisa Gillett clerk@cotford-st-luke.org.uk tel: 07531898272

12. *Disciplinary Policy.* The Clerk will write the policy using a SALC template, to be proposed at a future meeting.
13. *Councillor Register of Interests.* Councillor information is not up to date on the SWTC web site. The Clerk will send a reminder email.
14. *Data Protection Policy.* Narke design, the developer of the new web site will be asked to produce a DPP for the council.
15. *Freedom of Information requests.* The Clerk will write guidance on FOI. This will be proposed at a future meeting and then posted on the web site.
16. *Information publication scheme.* A description of public documents held by the council and the cost for obtaining copies will be posted on the web site. This will be done by Cllr Beaufoy.

4 Adoption of the Annual Governance Statement for 2019/20

The Annual Governance Statement was circulated before the meeting. Items 1-9 of the Annual Governance Statement were read out by Chairman and the councillors raised their hands to show their agreement of the statement made for each point.

Proposer: Cllr Hutson

RESOLUTION: The Annual Governance Statement for 2019/20 was adopted.

5 Adoption of the Accounting Statement for 2019/20

The Accounting Statement was circulated prior to the meeting. The Clerk read out the figures in the Accounting Statement.

Proposer: Cllr Woodford

RESOLUTION: The Accounting Statement for 2019/20 was adopted.

6 Finance

6/20.1 Payments

6/20.1.1 CSL 382 Narke Design new web site £499.00

Proposer: Cllr Lisa Davies

RESOLUTION: The payment was agreed.

6/20.1.2 CSL 383 SALC & NALC affiliation fees for 2020/21 £538.73

Proposer: Cllr Perrett

RESOLUTION: The payment was agreed.

The meeting ended at 19:22

Signed.....

Dated.....