

AGENDA FOR A VIRTUAL PARISH COUNCIL MEETING

9th July 2020

Venue: The Zoom Platform Meeting ID: Password:

- 1 To Consider Accepting
 - a) Apologies for Absence
 - b) Requests for Leave of Absence
 - 2 To Receive Any Declarations of Interest & Consider Any Dispensation Requests Submitted
 - 3 To Approve the Minutes of the Last Full Council Meeting
 - 4 To Adopt a Virtual Meeting Policy
 - 5 Finance:
 - a) To Ratify and Approve 2020/2021 Payments to date
 - b) To Receive the following financial statements
 - i) 2020/2021 To 30th June 2020
 - ii) 2019/2020 Year to 31st March 2020
 - c) To Approve the 2020 AGAR
 - i) Governance Statement
 - ii) Financial Statements
 - d) To Receive the 2019 – 2020 Internal Audit Report
 - 6 To Receive an update on the Website Project
 - 7 To Receive the Correspondence
 - 8 To Receive the Items of Information
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1. APOLOGIES:
 - a. **Non Attendance:**
 - b. Leave of Absence Requests: None received to date
 2. **DECLARATIONS OF INTERESTS ETC:**
 - a. **To receive any declarations of interest (This agenda item provides a prompt to declare any interests, personal and/ or prejudicial, in an Agenda item. Failure to declare an interest, lodge your Register of Interest or an update form for changes with the Borough Council is a Breach of the Councillor Code of Conduct).**
 - b. **To consider any Dispensation Requests submitted None Received to date.**
 3. **MINUTES OF LAST MEETING:** The draft minutes for March 2020 have been circulated.
 4. **VIRTUAL MEETING POLICY:** The policy has been drafted within 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' (effective from 4th April 2020). These are currently enacted for meetings convened on and up to 7 May 2021.

5. FINANCE:

a. Accounts for payment:

i. Ratify April Payments Made

SCHEDULE PAYMENTS TO BE MADE		15 April 2020		chq #
Clerks Net Salary	Month 1	577.31		
Office Expenses		132.41	709.72	1135
HM Revenue & Customs	Month 1		137.20	1136
Staffordshire Pension Fund	Month 1		237.58	1137
Perennial Landscapes Ltd	March		78.00	1138
Cardiac Science Holdngs (UK) Ltd	adult pads		192.00	1139
Kaspersky Software	laptop security		34.99	1140
NewsTeam Group Ltd (£7.20/ wk)	Newspapers to 30/03		31.25	1141
Viking Direct	Printer Ink		127.51	1144
Star Foundation	Grant		500.00	1145
SLCC	Clerk webinar training		30.00	1146
Intouch	Web hosting/ email to june		178.16	dd
TOTAL PAYMENTS			£2,256.41	

ii. Ratify May Payments Made

SCHEDULE PAYMENTS TO BE MADE		29 May 2020		chq #
Clerks Net Salary	Month 2	602.09		
Office Expenses		168.86	770.95	1147
HM Revenue & Customs	Month 2		137.20	1148
Staffordshire Pension Fund	Month 2		237.58	1149
Perennial Landscapes Ltd	April & May		156.00	1150
Aubergine 262 Ltd	Website £1628 + VAT		1,953.60	1151
Auditing Solutions Limited	Internal Audit		318.00	1152
Horninglow & Eton Parish Council	Food Bank Initiative		200.00	1153
TOTAL PAYMENTS			£3,773.33	

iii. Ratify June Payments Made

SCHEDULE PAYMENTS TO BE MADE		12 June 2020		chq #
Clerks Net Salary	Month 3	588.90		
Office Expenses		87.76	676.66	1154
HM Revenue & Customs	Month 3		137.40	1155
Staffordshire Pension Fund	Month 3		237.58	1156
Perennial Landscapes Ltd	April & May pd 29/05			
TOTAL PAYMENTS			£1,051.64	

iv. Approve July Payments to be Made:

SCHEDULE PAYMENTS TO BE MADE		09 July 2020		chq #
Clerks Net Salary	Month 4	589.10		
Office Expenses		92.53	681.63	1158
HM Revenue & Customs	Month 4		132.80	1159
Staffordshire Pension Fund	Month 4		237.58	1160
Perennial Landscapes Ltd	June		65.00	1161
SLCC Enterprises Ltd	Accessible Documents Training		42.00	1162
Intouch	web hosting		178.16	dd
TOTAL PAYMENTS			£1,337.17	

The Financial Statements for the year to 31st March 2020 are produced on Page 5.

- b. 2020 Annual Governance & Accountability Return Governance Statement: This is forms part of the Return submitted for External Audit by Mazars LLP. It is a list of internal controls which this Council can confirm it has in place. The internal auditor has reviewed these controls.
- c. 2020 AGAR Financial Statements These are financial statements that are submitted for External Audit. Again the Internal Auditor has seen these as part of his work.
- d. 2019/2020 Internal Audit Report: On the Agar there is formal sign off. The internal audit was done remotely this year. The detailed report has been circulated by email; there are no comments made requiring an action plan/ amendment.

6. New Website: This is nearing completion having been delayed by the pandemic and staff being furloughed. The Registrar has been switched from InTouch to Aubergine. 31 days' notice of leaving is required for InTouch. The Clerk has two hours of training booked for Tuesday, 7th July after which it is hoped to be able to move swiftly.

7. Correspondence

- a. Planning: The Clerk has forwarded to Councillors the planning applications & decisions as they come in. Any representations made have been based on responses received from Parish Councillors/ electorate. The following are applications registered in the last month.

Application No.	Site Address	Development Description	Status	Date Registered
P/2020/00622	Tiger Court DE14 3PR	Felling of 7 Lime trees.	REGISTERED	30-06-2020
P/2020/00554	263 Uxbridge Street DE14 3JU	Subdivision and change of use of ground floor from dwelling (Class C3) to a shop and a hairdressing salon (Class A1)	REGISTERED	25-06-2020
P/2020/00488	9 Leicester Street DE14 3BA	Erection of a single storey rear extension	REGISTERED	22-06-2020
P/2020/00479	20 Leicester Street DE14 3BA	Erection of a single storey rear extension	Prior Notification REGISTERED	22-06-2020
P/2020/00543	331 Blackpool Street DE14 3AL	for the erection of a single storey rear extension, 5.1m from the original rear wall, 3.4m to the highest point of the roof and 2.7m to the eaves	REGISTERED	09-06-2020

b. Other

- i. The Local Government Boundary Commission for England (LGBCE) has opened a final consultation on its suggestions for new ward boundaries and Councillor numbers for ESBC. The consultation period will run until 7th September 2020 and they are inviting responses on the proposed boundaries, proposed names and proposed number of councillors per ward. Anglesey **Ward** is proposed to extend across Evershed Way for a short distance to the St Peter's Street island. The **Parish** is not changing.
- ii. Residents Petition About a Property on Branston Rd: Parishioners are very concerned about the behaviour of the occupants of a property on Branston Rd which allegedly includes knife wide and shouting in the street as well other antisocial behaviour. I reported this to the Borough & Borough Councillor. The Borough have provided feedback including advice that the parishioners continue reporting issues to the police. The Borough are looking into the use of the house and the Selective Licensing team are also involved.
- iii. Street Rubbish Junction of Peel & Napier Street: This was reported to East Staffs and Borough Councillor A Chaudhry has the resident's details to follow up too.

8. Items of Information: The Clerk has forwarded relevant information to the Councillor's email as they come in. The last three months has seen a lot of information coming from all levels of government and their associated national bodies. The Government page for up to date guidance can be found at: <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july>
9. Date of Next Meeting: This would ordinarily be August 13th. But Council could resolve to hold another meeting in 2 months' time. The Clerk has had correspondence with the Community Centre which is starting to look at opening up again. The National guidance is to continue with virtual meetings for the time being.

ANGLESEY PARISH COUNCIL FINANCIAL STATEMENTS FOR 2020/2021

								As At		30 June 2020			
		IT Equipment	Allotments	Uncommitted Grants	Election Costs	Planning Consultancy	Crime Prev'n 19/20 Comm'y Inspir'n 20/21	Anglesey Park Project	QSCC - Lovelnspire Sponsorship	General Reserve	Total for 2020/2021		
		£	£	£	£	£	£	£	£	£	£		
Fund Balance b/f		2,000.00	10,130.00	11,260.00	2,832.50	5,000.00	20,000.00	5,803.29	10,500.00	20,562.15	£88,087.94		
Add income													
Precept										15,500.00	15,500.00		
Other Income										15.85	15.85		
	Bank interest									15.85	15.85		
	Allotment Rents/Key deposits		622.50							0.00	622.50		
	Grants/Contributions									2,103.50	2,103.50		
	VAT Refunded									308.41	308.41		
Allocation of funds										0.00	0.00		
Total Income		£0.00	£622.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£17,927.76	18,550.26		
1.00 Staff Costs										2892.84	2,892.84		
2.00 Running Council										686.20	686.20		
3.00 Admin			444.68							0.00	444.68		
2.00 Audit										265.00	265.00		
2.00 Consultants Fees										0.00	0.00		
2.00 Election Exps										0.00	0.00		
2.00 Insurance										0.00	0.00		
2.00 IT Equip		1,628.00								0.00	1,628.00		
2.00 Repairs										170.00	170.00		
2.00 Subscriptions										105.00	105.00		
2.00 Training										30.00	30.00		
3.00 Community Services										0.00	0.00		
3.00 Newsletter/flyers										0.00	0.00		
3.00 Queen Street Pensioner Events										0.00	0.00		
3.00 Lovelnspire Foundation Support										0.00	0.00		
3.00 S137 (£8.12) & other grants									0.00	700.00	700.00		
4.00 Community Projects								0.00			0.00		
4.00 Anglesey Park Project								0.00			0.00		
4.00 Crime prevention											0.00		
5.00 Reclaimable VAT										535.34	535.34		
Total expenditure		1,628.00	444.68	0.00	0.00	0.00	0.00	0.00	0.00	5,384.38	7,457.06		
Surplus/overrun for year		-£1,628.00	£177.82	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12,543.38	£11,093.20		
Balance carried forward		£372.00	£10,307.82	£11,260.00	£2,832.50	£5,000.00	£20,000.00	£5,803.29	£10,500.00	£33,105.53	£99,181.14		
								Total Earmarked		66,075.61		0.00	
								Represented by :					
								Current A/C				67,627.50	
								Adjust for o/s chqs etc				-561.08	
								Deposit Account				32,114.72	
												£99,181.14	

												As At		31 March 2020								
												IT Equipment/ new software	Allotments	Uncommitted Grants	Election / By- Election Costs	Planning Consultancy	Crime Prev'n 19/20 Comm'y Aspiration 20/21	Anglesey Park Project	QSCC - LoveInspire Sponsorship (rolling 3 yrs)	General Reserve	Total for 2019/2020	
												£	£	£	£	£	£	£	£			
Fund Balance b/f												2,000.00	10,141.19	6,500.00	8,000.00	5,000.00	5,000.00	10,000.00	10,500.00	23,872.12	£81,013.31	
Add income																						
Precept																				30,000.00	30,000.00	
Other Income																						
Bank interest																				58.88	58.88	
Allotment Rents/Key deposits													1,266.50							0.00	1,266.50	
Grants/Contributions																	4,765.00			3,807.00	8,572.00	
VAT Refunded																				2,534.89	2,534.89	
Allocation of funds													119.62	4,760.00			15,693.75	-5,693.37		-14,880.00	0.00	
Total Income												£0.00	£1,386.12	£4,760.00	£0.00	£0.00	£15,693.75	-£928.37	£0.00	£21,520.77	42,432.27	
1.00 Staff Costs																				11495.89	11,495.89	
2.00 Running Council																				4536.59	4,536.59	
3.00 Admin													1,397.31							0.00	1,397.31	
2.00 Audit																				460.00	460.00	
2.00 Consultants Fees																				0.00	0.00	
2.00 Election Exps															5,167.50					0.00	5,167.50	
2.00 Insurance																				967.35	967.35	
2.00 IT Equip																				0.00	0.00	
2.00 Repairs																				235.56	235.56	
2.00 Subscriptions																				939.99	939.99	
2.00 Training																				470.22	470.22	
3.00 Community Services																				0.00	0.00	
3.00 Newsletter/flyers																				870.68	870.68	
3.00 Queen Street Pensioner Events																				2,500.00	2,500.00	
3.00 LoveInspire Foundation Support																				1,300.00	1,300.00	
3.00 S137 (£8.12) & other grants																		0.00		0.00	0.00	
4.00 Community Projects																	0.00	3,268.34			3,268.34	
4.00 Anglesey Park Project																	693.75			0.00	693.75	
4.00 Crime prevention																				1,054.46	1,054.46	
5.00 Reclaimable VAT																					0.00	
Total expenditure												0.00	1,397.31	0.00	5,167.50	0.00	693.75	3,268.34	0.00	24,830.74	35,357.64	
Surplus/overrun for year												£0.00	-£11.19	£4,760.00	-£5,167.50	£0.00	£15,000.00	-£4,196.71	£0.00	-£3,309.97	£7,074.63	
Balance carried forward												£2,000.00	£10,130.00	£11,260.00	£2,832.50	£5,000.00	£20,000.00	£5,803.29	£10,500.00	£20,562.15	£88,087.94	
												Total Earmarked						67,525.79	0.00			
												Represented by :										
												Current A/C							57,241.51			
												Adjust for o/s chqs etc							-1,252.44			
												Deposit Account							32,098.87			
												£88,087.94										

