Acle Parish Council

Meeting Date: Monday, 30th March 2020  
Venue: Methodist Hall Car Park, Bridewell Lane, Acle  
Time: 7.00 p.m.

Owing to the restrictions imposed in response to the Covid-19 virus, no members of the public were permitted to attend the meeting. Only four councillors were present, being sufficient to make the meeting quorate. The meeting was held in the car park, with strict social distancing at all times.  
  
**PRESENT:**   
Councillors: Sally Aldridge, Jackie Clover, Barry Coveley and Tony Hemmingway (Chairman).

Also Parish Clerk, Pauline James.

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| **1** | **APOLOGIES** Angela Bishop, Jayne Greenacre, Brian Grint, Hannah Jackson, Wendy Kenny, Jamie Pizey, Richard Powell and Anna Wade. | | |
| **2** | **DECLARATIONS OF INTEREST** None. | | |
| **3** | **MINUTES** The minutes of the meeting of 24th February and 13th March 2020 were agreed to be correct, and will be signed at a later date by Tony Hemmingway, on behalf of the Parish Council. | | |
| **4** | **CLERK’S REPORT** | | |
|  | The clerk had circulated a report to all the councillors in advance of the meeting.  The contents of the report were noted. | | |
| **5** | **FINANCE** The finance report had been circulated to all councillors in advance of the meeting: | |
|  | |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | 42 The Street | Rent for one month | 795.00 | | 44 The Street | Rent for one month | 600.00 | | Various | Burial and memorial fees | 525.00 | | Strumpshaw PC | Share of costs | 109.16 | | Lloyds | Interest | 25.54 | | HMRC | Interest on gilts | 679.89 | | **Payments made:** |  |  | | Strumpshaw PC | Loan towards new hall | 20,000.00 | | YMCA | Youth club 6 months to 29.2.20 | 4,544.00 | | YMCA | 6 months GOYA sports | 1,616.50 | |  |  |  | | Siemens | Copier hire | 205.26 | | Jackie Clover | Refreshments for MP meeting | 92.83 | | SWALEC | Electricity for streetlights | 896.61 | | PHS | Waste disposal for the year | 3,305.10 | | **Online payments:** |  |  | | Employment costs: |  | 4,438.76 | | Acle Rec Centre | Youth club room hire x 4 weeks | 96.00 | | Rialtas | Accounts software subscription | 145.20 | | T T Jones | Streetlight repairs | 435.37 | | George Taylor | Repairs | 96.00 | | Hugh Crane Ltd | Supplies | 158.64 | | BB Surveys | Survey of new cemetery | 480.00 | | Angela Bishop | Costs re VE Day | 18.92 | | Cooks | Share of roller door at Rec Shed | 3,072.00 | | **Cheques for payment:** |  |  | | Wilkersons | Supplies | 12.33 | | Robert Monument | Holiday cover for toilets | 83.00 | | Methodist Church | Room hire – Meetings | 40.80 | | **Balance c/f 30.03.20** |  | 325,150.65 | | **Balances in Savings:** |  |  | | Government Stocks |  | 135,699.00 | | BDC | Parish investment scheme | 250,000.00 | | Cambridge B/Soc | Instant access 0.15% | 91,507.72 | | Lloyds Bank | 32-day notice 0.57 % | 102,042.08 | | Nationwide B/Soc | 45-day saver 0.85% | 90,448.77 | | Total monies |  | 994,848.22 | | |
|  | Outstanding commitments: Parking amendments, purchase of land for cemetery.  The payments were authorised for payment. |
| **6** | **FINANCE POLICIES** | | |
|  | The Finance Regulations, Review of Internal Controls, Review of Internal Audit and the Duties of the Responsible Financial Officer were agreed and adopted. The Regulations had been amended to include the delegation of authority for payments to the RFO/clerk in the event of an emergency making it impossible to hold a council meeting. All payments to be reported to Council as soon as possible.  During the restrictions on holding meetings owing to the Covid-19 virus, the clerk will prepare a finance report each month listing payments made, and income received, together with the balances in all Council bank accounts. The report will be circulated to the parish councillors and posted on the Council’s website. | | |
| **7** | **DELEGATION OF AUTHORITY TO THE PROPER OFFICER (PARISH CLERK)** | | |
|  | It was agreed to delegate authority to the Proper Officer for all decisions relating to the Parish Council, for the duration of the restrictions placed on holding meetings owing to the Covid-19 virus. The clerk will email councillors with any questions about Parish Council issues and will record the replies received back from the councillors. The clerk will write a report to circulate to the councillors and to post on the Parish Council’s website. Residents are reminded that any local issues can be raised with the clerk, as usual, by phone or email. | | |
| **8** | **SAFEGUARDING POLICY** | | |
|  | A Safeguarding Policy was agreed and adopted. | | |

There being no further business, the meeting was closed at 7.05pm

Signed:………………………………. Dated:……………………………………  
 Chairman