

The Minutes of the Annual Meeting of Little Witley Parish Council

Held Remotely via Zoom on Wednesday 24th June 2020 at 7.30pm

Present: Cllrs P Cumming (PC), K Wilson (KW), P Owen (PO), L Slater (LS), C Bexley (CB), J Geach (JG).

In Attendance: Clerk, J Evans

- 1. Election of chairman and signing of declaration of acceptance of office:** PC was proposed by KW for Chairman. JG seconded and a unanimous show of hands voted PC in as Chairman who duly signed the declaration of acceptance of office.
- 2. Apologies:** Received and accepted from Cllr Pam Cumming (PAMC),
- 3. Election of Vice Chairman:** PC proposed KW as Vice Chairman and was seconded by CB. A unanimous show of hands voted KW in as Vice Chairman who duly signed the declaration of acceptance of office.
- 4. Declarations of Interest:**
 - a. Register of Interests: Councillors were reminded of the need to update their register of interests.
 - b. Disclosable Pecuniary Interests: none.
 - c. Other Disclosable Interests: none.
 - d. Application for a dispensation: none.

The meeting was adjourned for Public Question Time , notes of which are appended to these minutes. NO MEMBERS OF THE PUBLIC WERE PRESENT AT THE MEETING.
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- 5.** To consider any requests for the council to grant a dispensation: None.
- 6.** The Standing Orders will be reviewed at the next meeting planned for Thursday 3rd September 2020.
- 7.** The Code of Conduct was circulated and noted.
- 8.** The Scheme of Delegation was noted, and members were appointed to the following sub committees:
 - a. Staffing Sub Committee: PC and JG.
 - b. Planning Sub Committee: PC, LS, and KW
- 9.** Financial Regulations and the Risk Assessment will be reviewed at a meeting to be held on Thursday 9th July 2020. The Insurance requirements were approved. **ACTION:** The clerk was asked to update the Asset Register and Insurance cover to include a new bench. The Annual

Governance and Accountability Return 2019/20 Part 2 was approved and signed.

A schedule of receipts and payments is attached to these Minutes.

10. Councillors were appointed to the following roles:

- a. Financial Management, Planning & Airband: PC.
- b. Planning: KW.
- c. Asset Maintenance: PO.
- d. Neighbourhood Watch and Link: PAMC.
- e. Highways, Footways & Lengthsman Scheme: CB.
- f. Community Engagement and Communications: JG.

11. CB is available for Worcestershire CALC Area Meetings and PC will invite other councillors to attend if they are able to do so.

12. Minutes: The Minutes of the meeting held on Monday 20th April 2020 was approved and signed.

13.

Progress reports:

- a. CB would like to add the draft Community Engagement Strategy to the Agenda for the next meeting.
- b. PC will organise a Zoom meeting on Thursday 9th July 2020 to discuss this draft, along with the Financial Regulations and Risk Assessment review.

14. Date of next meeting: It was agreed by a show of hands that the next meeting will be via Zoom at 7.30pm on Thursday 3rd September 2020.

The meeting closed at 19:50

Signed

Date

Chairman

Payment Schedules

DATE	PAYEE	DESCRIPTION	AMOUNT	PAID Y/N	
02/03/2020	In 2 Out	Bus shelter repairs	25.00		
01/04/2020	Worcs CALC	8076 - fee	208.21		
01/05/2020	Zurich	Insurance	257.60		

14/05/2020	P Cumming	Microsoft renewal	59.99		
23/05/2020	J Evans	Clerk's May salary	167.87		24.00 Still to pay for monthly allowance?
30/05/2020	In 2 Out	Lengthsman May invoice	246.00		
			£964.67		

DATE	PAYEE	DESCRIPTION	AMOUNT	PAID Y/N	
19/06/2020	HMRC	Income tax	35.80		
23/06/2020	J Evans	Clerk's June salary	181.61		one off £7.77 contracted hourly adjustment made but not charge income tax. This will be included in HMRC submission for July 2020.
11/06/2020	P Cumming	Fasthosts website domain renewal	10.49		
09/03/2020	David Ogilvie	184995 - new bench	1212.60		
19/07/2020	HMRC	Income tax	37.60		To be scheduled
			£1,478.10		

Receipt Schedule

DATE	FROM	DESCRIPTION	AMOUNT
19/05/2020	WCC	Lengthsman scheme	£76.13