

MARY TAVY PARISH COUNCIL

7 July 2020

To all Members of Mary Tavy Parish Council,

You are hereby summoned to attend a Meeting of Mary Tavy Parish Council to be held **online* on Tuesday 14th July 2020, commencing at 7pm**, for the purpose of transacting the following business.

Members of the public and press are invited to attend the meeting. Members of the public and press may access the meeting, without providing notice, using the details specified below. To receive the login details direct to your email account, please contact the Clerk.

LOGIN via PC - <https://zoom.us/j/99083923184>

LOGIN via landline or mobile telephone -

Landline: 0330 088 5830 **OR** 0131 460 1196; **Meeting ID: 990 8392 3184**

One tap mobile: 0330 088 5830, enter: 99083923184# **OR** 0131 460 1196, enter: 99083923184#

Please call the Clerk on 01822 616047 if you are experiencing any problems logging in.

Katherine Anness

Katherine Anness, Clerk to Mary Tavy Parish Council
32 Oak Road, Tavistock, PL19 9EZ
Email: parishclerk@marytavyparishcouncil.co.uk

* A 'virtual' Meeting is permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020, No.392.

AGENDA

- 1. Welcome and brief explanation on the use of online meeting controls by the Chairman.**
- 2. To resolve to adopt the supplementary Standing Orders addendum** (circulated) to meet the statutory requirements for the holding of remote Council meetings, and this lasts until May 7th 2021, or the repeal of legislation whichever is earlier.
- 3. Open Session for Public Participation** (15 minutes).
- 4. Apologies for Absence.**
- 5. Declarations of Interest.**
- 6. Confirmation of Minutes:** of the last full Council meeting (circulated) held on Tuesday 10th March 2020.
- 7. Confirmation of Minutes:** of the extraordinary meeting (circulated) held on Monday 23rd March 2020.
- 8. Speeding Working Group:** to receive an update from Cllr. Butland. To recruit additional members to the Working Group. To approve any recommendations, agree any actions and authorise any expenditure.
- 9. Cemetery Working Group:** to receive an update from Cllr. Williams. To approve any recommendations, agree any actions and authorise any expenditure.

ii) To consider a request received from a parishioner regarding permission to plant a hawthorn tree within the cemetery.

10. Planning: Dartmoor National Park have asked for comments from the Parish Council:

0288/20 Proposed: Replacement of existing lean-to, removal of chimney breast plus addition and enlargement of first floor windows at Midlands House, Horndon.

11. End of Year Accounts to 31/3/2020

i) Bank reconciliation on 31/3/2020: To approve and sign off (at a later date) the bank reconciliation (circulated) which has been verified by Cllr. Butland against original bank statements.

ii) End of year accounts to 31/3/2020: To approve and sign off (at a later date) the annual accounts (circulated).

iii) Certificate of Exemption 2019/20: The Council is eligible to apply for an exemption from a limited assurance review as its annual turnover did not exceed £25,000 in the year of account ended 31 March 2020. To approve and sign off (at a later date) the completed Certificate of Exemption (circulated).

Note in relation to the foregoing agenda item: The Council is entitled to request a limited assurance review for £200 + VAT should it wish. To authorise by resolution if required.

iv) Internal Audit: to note the Annual Internal Audit Report (circulated).

v) Statement of Internal Control: to approve and sign off (at a later date) the updated document (circulated).

vi) Annual Governance Statement (section one of the Annual Governance and Return, AGAR): Nine statements to be read aloud by the Clerk. To discharge the obligations of the Parish Council to approve the Annual Governance Statement (section one of the Annual Governance and Return, AGAR) as a corporate body and review the system of internal control for the year ended 31/3/2020.

vii) Accounting Statements (section two of the AGAR): To approve and sign off (at a later date) the Statement of Accounts for the year ended 31st March 2020.

Notes in relation to the foregoing two agenda items:

An unpopulated copy of section one of the AGAR was circulated for information; the Annual Governance Statement is to be completed at the meeting.

Section two of the AGAR was populated by the Clerk and circulated for information.

vii) Explanation of Variances: to approve and sign off (at a later date) the pro forma document populated by the Clerk (circulated).

12. Finance:

To approve the following payments:

Clerk Salary	£492.96
Clerk Expenses (includes use of home as office and postage costs associated with remote internal audit)	£22.04
Virtual meeting room hire: monthly subscription for Zoom Pro online platform	£14.39

Annual renewal of Clerk's Society of Local Council Clerks (SLCC) membership (1 July 2020 – 30 June 2021)	£109.00
Clerk training course (online): Introduction to Local Council Administration (iLCA)	£118.80
J. Gillard: internal audit fee	£125.00
Gardiner's World	£300.00

To note income received since last Council meeting:

First half precept 2020/21	£8,344.50
----------------------------	-----------

ii) To receive an update from Cllr. Butland on the quarterly verification of the bank reconciliation produced by the Clerk, dated 30 June 2020, against original bank statements.

Financial reports circulated to councillors with the agenda. Council to resolve to accept the accounts, bank reconciliation and year to date budget sheet.

13. Grant Application: - Marie Curie Emergency Appeal (£300): Submitted by Riona Houghton, Marie Curie Community Fundraiser for Devon and Somerset. Grant application circulated to councillors by email. To agree any action and authorise any expenditure.

Note for councillors: The Council do not have the power to incur expenditure on health. However, Marie Curie are a Registered Charity; therefore, the Council may resolve to use its powers under section 137 of the Local Government Act 1972, to incur expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

The Clerk has been advised that, over the last three years, Marie Curie have cared for forty-six patients in Mary Tavy with a terminal illness who were at the end of their life at home.

14. Annual Meeting of the Council: Due to the coronavirus pandemic, there is no legal requirement to hold the Annual Meeting of the Council this year. However, the Council can choose to hold the Annual Meeting if it wishes and appoint a Chairman to preside until the next Annual Meeting in May 2021.

To decide whether to hold an Annual Meeting of the Council this year.

15. Co-option of a Councillor: The Parish Council currently have a casual vacancy for a councillor. It is likely that the Returning Officer at West Devon Borough Council will authorise the Parish Council to proceed to fill the vacancy by co-option; official confirmation is due on 16 July 2020.

i) To approve the draft notice/advertisement for placement on the noticeboard and local social media hubs (circulated).

ii) To consider placement of an advertisement within the Classified section of the Tavistock Times Gazette. To authorise an expenditure limit on newspaper advertising if required.

iii) To approve the template councillor application form supplied by the Clerk (circulated).

16. Items for Future Agenda: To receive suggestions for future agenda items.

17. Items for Information: The date of the next Council Meeting: Tuesday 11th August 2020.