

Potterne Parish Council

To: **Members of the Council**

You are summoned to attend a **MEETING OF POTTERNE PARISH COUNCIL** via Zoom on **Wednesday 6 May at 7.00pm**

Press & Public are invited to attend.

Liz Starling - Clerk to the Council. 29/4/2020

AGENDA

1. Welcome and Apologies

2. Adoption of WALC Protocol for Remote Meetings

3. Declaration of Members' Interests

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

4. Minutes of meeting held on 4 March 2020

To resolve that the minutes of the meeting of the Council held on the 4 March 2020 be approved for signing as a correct record.

Open Session

There will be an open session for 10 minutes so that the public can place questions to the Council to be discussed at the next meeting if confirmed in writing.

5. Risk Management Policy:

To approve the Risk Management Policy

6. Residential Development:

To consider the following application:

20/02650/LBC	Old Kings Arms, High Street, Potterne, SN10 5NA	Reinstatement, repair and alterations to an existing outbuilding within the curtilage of a listed building.
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7. To review the Parish Council Insurance for 2020/2021

8. Finance:

- a) To approve the year end accounts to 31 March 2020
- b) To receive and note the Annual Internal Audit Report
- c) To approve the Annual Governance Statement
- d) To approve the Accounting Statements at Section 2 of the Annual Governance and Accountability Return 2019/20
- e) To consider an increase in Clerk's working from home allowance to £27 pcm (£6 pw) as per HMRC guidelines w.e.f. 6 April 2020
- f) To consider and approve making payments by online bank transfer where possible (if this is approved a draft Internet Banking Policy will be drawn up and submitted for approval at the next meeting)

g) Agree accounts to be paid and transfer of sufficient funds to pay accounts:

<i>Payable to</i>		<i>Net</i>	<i>VAT</i>	<i>Gross</i>
HMRC/E M Starling	Administration costs	513.91	0.00	513.91
Information Commissioner's Office (Direct debit to be taken 17/5/2020)	Data Protection fee	35.00	0.00	35.00
SSE (Direct debit 20/4/2020)	Electricity to bus shelter	6.16	0.30	6.46
Total		555.07	0.30	555.37
<i>Inter account transfer:</i>				
Date:	29/4/2020	Amount:	2000.00	

h) To authorise the following payments made in April:

<i>Payable to</i>		<i>Net</i>	<i>VAT</i>	<i>Gross</i>
Potterne Village Hall	Room Hire 4/3/2020	18.00	0.00	18.00
HMRC	PAYE	54.20	0.00	54.20
E M Starling	Salary + Allowance	459.71	0.00	459.71
E M Starling	Expenses	26.39	0.00	26.39
Brian Wilks	Bus shelter maintenance	130.00	0.00	130.00
Potterne PCC	Churchyard maintenance	750.00	0.00	750.00
water2business	Water rates at cemetery 2020/2021	24.98	0.00	24.98
Wiltshire Council	Refund of payment made to Potterne Parish Council in error	350.00	0.00	350.00
SSE (Direct debit 20/3/2020)	Electricity to bus shelter	6.16	0.30	6.46
Total		1819.44	0.30	1819.74
<i>Inter account transfer:</i>				
Date:	29/3/2020	Amount:	2000.00	

9. To receive an update from the staffing committee

10. To approve purchase of Microsoft 365 Annual Subscription for Parish Council laptop

Annual subscription is £59.99 a year (Office Home & Business 2019 would be £249.99 one off purchase but does not include Access and Publisher)

11. Date of next meeting: Wednesday 3 June 2020, 7.00pm