

## WARNDON PARISH COUNCIL

You are duly summoned to attend the next meeting of Warndon Parish Council  
to be held at 7.30 p.m. on Monday 1<sup>st</sup> June 2020

**Clerk: Mrs Susan Howell, 42 Cooke Close, Whittington, Worcester, WR5 2RB**

**E: [clerk@warndonparishcouncil.org](mailto:clerk@warndonparishcouncil.org)**

**T: 07743 623543**

For health and safety reasons during the coronavirus-Covid-19 pandemic, this meeting will be held virtually using the Zoom platform.

You can join the meeting just before it starts in the following ways:

1) Click the link below or enter in a web browser

<https://us02web.zoom.us/j/83967876141?pwd=RHhvTnRUT0INVEIxYktObE9HL2JFQT09>

2) Go to zoom's website <https://zoom.us/>

join by entering Meeting ID: 839 6787 6141 and Password (available from Clerk)

3) Telephone one of the following numbers:

+44 131 460 1196, +44 203 051 2874, +44 203 481 5237, +44 203 481 5240

Enter Meeting ID: 839 6787 6141 and Password (available from Clerk)

Please note: the meeting may be recorded. Please contact the Clerk for further assistance.

### AGENDA

1. Apologies
2. Declarations of Interest and consideration for requests for Councillor Dispensations in line with S33 of the Localism Act 2011.
3. Police Report

(The meeting may be suspended at this point to allow Members of the Public to address the Parish Council.)

4. To approve the Minutes of the previous meeting of the Parish Council held on 4<sup>th</sup> May 2020
5. To receive reports from:
  - County Councillor
  - City Councillors
6. To receive Environmental reports from Councillors, including:
  - Update on Dog Bins
  - VAS / SID report
7. Environmental Committee.
  - To receive updates

## 8. Planning and Rights of Way Matters

- To consider current Applications and Decisions
- To consider other pending consultations
- To receive Neighbourhood Planning update, including Minutes of the Neighbourhood Planning Steering Committee (NPSC) meetings held on 28<sup>th</sup> April 2020 and 12<sup>th</sup> May 2020, and to consider NPSC website management
- To receive an update on legal proceedings

## 9. Leisure and Community Affairs

- To receive updates on
  - i) Allotments
  - ii) Defibrillators
- To approve Bench strategy
- To receive an update from the Clerk regarding the Microsoft 365 Cloud Computing project
- To receive an update from the Clerk regarding the new website

## 10. Finance Committee

- To receive the Minutes from the Finance Committee meeting held on 18<sup>th</sup> May 2020
- To approve the following, as recommended by the Finance Committee:
  - i) Terms of Reference for the Finance Committee
  - ii) Financial Regulations
  - iii) Financial Risk Assessment
- To note Internal Audit 2019/20 feedback
- To note that statutory audit deadlines for 2019/20 have been extended and approve statements for External Audit:
  - i) Annual Governance Statement 2019/20
  - ii) Accounting Statements 2019/20

## 11. Insurance

- To note the Insurance policy has been renewed from 1<sup>st</sup> June 2020 for twelve months
- To receive clarification from the Insurance Broker regarding insurance provision for individuals and consider if any further action is necessary

## 12. Report of the Clerk

- To receive Financial reports 2020/21 YTD:
  - i) Annual budget by centre
  - ii) Cashbook report showing receipts and payments
- To approve accounts for payment and receive details of cash receipts for information

### **Accounts for payment (retrospective)**

○ Clerk - salary May 2020	£681.01
○ WCC Local Government Pension – Clerk pension May 2020	£221.96
○ O2 (direct debit) Clerk's mobile phone contract May 2020	£31.46
○ Bank multi-pay card management fee	£50.00

**Accounts for payment**

○ Clerk's expenses – Zoom one month to 13 June 2020	£14.39
○ Bayliss Accountancy Services Ltd (Internal Audit)	£220.00
○ Cloudy IT (set up, training and Councillor support)	£1,380.00
○ Waterplus 23/1/20 - 23/4/20	£103.78
○ Parish Council Websites (development balance + annual hosting)	£912.36

**Cash Receipts since last meeting**

○ Allotment fees (13)	£22.08
○ Allotment waiting list (ZC)	£10.00
○ Redbook Bank Interest	£85.75
○ Lengthsman reimbursement from WCC (Mar 2019 - Jan 2020)	£2,839.53

13. To receive reports from outside bodies:

- Lyppard Hub Management Board
- Worcester City Standards Committee
- CALC Updates which affect the Parish Council

14. Councillors Reports and Items for Future Agendas

15. To confirm decision to hold the Annual Parish Council Meeting in July 2020 and agree a date.

16. Date of the Next Meeting: Monday 6<sup>th</sup> July 2020

**Mrs S A Howell**

**Clerk and RFO**