

BROOME PARISH COUNCIL

Chairman – Cllr Nick Norton

Clerk – Mrs Bev Drew

Minutes of the Meeting of Broome Parish Council Held on Wednesday 22nd July, 2020 via ZOOM at 7:30pm

Present:-

Cllr Nick Norton (NN) (Chairman),
Cllr Sherida Breeden (SB),
Cllr Warren Edwards (WE),
Cllr Mark Billingham (MB),

Also, present were Mrs Bev Drew (Clerk), District Councillors Ian Hardiman (IDH) and Marcus Hart (MJH).

1. Apologies:-

Cllr Michael Clark due to personal family health commitments.
Cllr Don Billington due to commitments.

District Councillor Lisa Jones (LJ) also conveyed her apologies due to another meeting.

2. Declarations of Interest and Dispensations:-

None Declared.

3. Public Question Time:-

None.

4. Minutes of the Previous Meeting 29th January 2020:-

These were agreed as a true and accurate record and will be signed by the Chairman when Co-vid 19 restrictions allow.

5. Financial Report:-

5.1 Annual Governance and Accountability Return 2019/2020:

- a) Unanimously approved Certificate of Exemption (Page 3)
- b) Annual Internal Audit Report - Noted
- c) Unanimously approved Annual Governance Statement (Page 5)
- d) Unanimously approved Annual Accounting Statements (Page 6)

5.2 Risk Register:

Clerk had circulated Risk Register.

SB advised that the Village Hall were looking into purchase of new noticeboards and sought permission from the Parish Council to replace the existing board and pay for a new one. MJH

advised the existing board, although not old, is difficult to open and close and does get condensation which makes it difficult to read notices. SB also queried replacement for the bench that was stolen during lockdown. MJH offered financial support for the noticeboard and new bench, Clerk to submit Divisional Finding Request.

NN queried computer back-ups taken daily, Clerk advised all documents saved to Cloud and can be accessed from any device. MB commented on the storage of physical Parish Council documents which are held in various locations. MJH suggested possibly storage at WCC Hive. NN will discuss with DB and Clerk to put on next agenda for discussion.

5.3 Bank Reconciliation and Bank Statements:

The Bank Reconciliation had been previously circulated, and it was noted balance as at 28th June 2020 was £10,872.21.

5.4 Accounts for Payment:

Already Paid;

Print Serve Ltd – End of Year Submissions	£25.00
Worcestershire CALC Annual Subscription	£100.83
DM Payroll Services (Internal Audit)	£55.00
Mr W Waldron (Lengthsman)	£120.00
BHIB Insurance	£234.98

For Approval;

DM Payroll Services (Data Protection Services Yr 2)	£70.00
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These were unanimously approved.

6. Dates of Next Meetings for 2020:-

Wednesday, 2nd September 2020

Wednesday, 2nd December, 2020

Meeting closed at 8:00 pm.

Signed.....(Chairman)

Dated.....