



Okehampton Hamlets Parish Council

To all Members of the Council

You are hereby summoned to attend a Meeting of the Council to be held remotely at 7.30pm on Tuesday 5th May 2020

Jane Gillard, dated 30/4/2020

Members of the public and press are welcome to remotely attend and should contact the Parish Clerk for details of how they can do so.

AGENDA

Members are reminded that a disclosable pecuniary interest in any item on the agenda should be declared, with the reason, before the item is discussed.

1. Members of the Public

2. Declarations of Interest

3. Apologies

4. Approval of Minutes of previous meeting held on 3rd March 2020.

5. DCC and WDBC – to receive any written reports/updates.

6. COVID 19

6.1 To consider the Councils' Standing Orders and Financial Regulations - to ensure appropriate with sufficient authority delegated to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents.

6.2 Annual Parish Meeting (requirement to hold meeting removed) **and Annual Council Meeting** – to note revised requirements for these events and agree actions to be taken including appointment of Chairman, Vice chairman, committee members and representatives to outside bodies.

6.3 Future Council meetings – to note ability to hold remote meetings and agree frequency and dates of future meetings including Planning Committee meetings.

6.4 Okehampton Coronavirus Support Group – to note funds held by Council on behalf of Group.

6.5 Funding for local organisations/support mechanisms – to agree if Council should support by way of grants, any organisation to assist residents through current situation.

7. Open Spaces. – to review closure of road to Meldon Quarry and to agree if it should now be reopened or not.

8. Beating the Bounds – to consider arrangements and /or postponement of event.

9. VE Day Celebrations – to note postponement of event and to consider new arrangements for presentation of mugs.

10. Correspondence

10.1 Okehampton & District Carnival – to receive update on grant request of £500 towards costs of replacement generators and Royalty float.

10.2 Wren Music – to receive update from Clerk on grant authorised at previous meeting.

10.3 Okehampton United Charity – to consider request for funding of £980.00 towards costs incurred for maintenance of allotments

10.4 Oke Park Run – to receive update from Clerk re Grant discussed at last meeting.

11. Insurance – to review renewal documentation and agree renewal with existing insurers.

12. Finance –

12.1 Accounts for payment –

Mrs J Gillard (wages £313.42, Expenses £,)	£ 349.87
GX Accountancy	£ 3.75
Devon Communities Together	£ 50.00
Western Web	£ 90.00
WDBC	£ 65.58

12.2 Bank Reconciliation and Statement of Budget – see below.

12.3 **2019/20 Year End and Audit Requirements** – to note amended regulations for financial year end and internal audit procedures. Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 had been amended permitting an extension of time for the return of the Annual Governance and Accountable Return and associated regulations.

12.3 **Pay Scales and Allowances** – To receive an update and if received, to resolve to approve the pay scales and allowances for 2020/21 as agreed by the National Joint Council for Local Government Services, and as applicable to staff scale points to be backdated to 1st April 2020

12.4 To review allowance payable to Clerk for Use of home as office inc telephone calls etc.

PART TWO

Items which may be taken in the absence of the press and public.

The Committee is recommended to pass the following resolution:-

‘Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.’

13. To review Clerk’s working hours (currently 10 per week) in light of Coronavirus and to agree ongoing requirements and to agree a review date.

14. Date and venue of next meeting to be confirmed.

Okehampton Hamlets Parish Council - Bank Reconciliation

Current account at 27/4/20			1578.38	
Deposit account at 31/3/20			63384.67	
		Total	£64963.05	
Less Restricted Funds	Coronavirus Grants (held on behalf of Oke Support Group)		£700.00	
For info – funds received (inc in balances above)	WDBC	£10,970		
	Western Power	£ 15.66		
	Livewest Homes	£450.00		
	Inspiration Church	£150.00		
	DNPA	£100.00		
Less Unpresented cheques/payments				
			£64263.05	
Budget	Annual budget		39550	
	Year to date spend		1000	
	Unspent revenue against allocated budget		£ 38550	
Allocated Reserves	Election	3000.00		
	Meldon Woods	5000.00		
	Old Town Park	5000.00		
	General Reserve	26000.00		
	Beating the Bounds	750.00		
	Equipment replacement	3000.00		
	Meldon Wildlife Day	500.00		
	Allotments	200.00		
			43,450	