

MINUTES OF THE ST ISSEY PARISH COUNCIL VIRTUAL MEETING HELD VIA ZOOM AT 7.30PM ON MONDAY 15TH JUNE 2020.

Present: Cllrs P Hammett (Chairman), D Heard, E Ballard, A Heard, J Carhart, K Hawkins, N Carhart, C Ivins, G Henwood, S Sleep, Miss J. Wilson (Clerk and meeting Host) no parishioners

Apologies:

Cllr S Rushworth.

Note: No members of the public joined the meeting although the technical facility to allow this had been put in place.

Brief update by the Chairman:

The Chairman thanked everyone for attending and gave a brief update on the current situation. We then held a minute's silence in memory of Mr Doug Stephens, who sadly passed away recently. He was well known within the parish and will be greatly missed. Cllr K Hawkins thanked the Chair and Councillors for this remembrance.

The Chairman finished by saying that it is to be hoped the current situation is soon over and people will not have to suffer this for too much longer.

Declaration of Interests in Items on the Agenda:

None

County Councillor's Report:

Unavailable.

Public Participation:

None.

AUDIT:

1.Consider internal auditors report and agree to implement the appropriate responses to the review points.

There are a number of procedures that must be implemented before the next internal audit which is likely to be in April/May next year. These are as follows:

- Expand the risk assessment to include low level risk items, particularly in light of the recent unexpected circumstances.
- A separate health and safety policy is required.
- The GDPR policy should be published
- The reserves policy should be published
- Reissue the Clerk's employment contract.

The Clerk agreed to implement the above before the next internal audit.

Cllr K Hawkins proposed and Cllr A Heard seconded to agree that implementation of the above procedures should be carried out. All in favour

2.Annual Governance Statement - to be checked and approved by the Parish Council and signed by the Chair and Clerk.

The Annual Governance statement was checked as being completed correctly. Cllr D Heard proposed that the Council should adopt this and that the Chair and Clerk should sign this, Cllr S Sleep seconded, all in favour. Minute reference to be added to form. Document to be sent to the external auditor by 30th June 2020.

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3. Annual Return – to be checked and approved by the Parish Council and signed by the Chair and Clerk.

The Annual Return was checked as being completed correctly. Cllr E Ballard proposed that the Council should adopt this and that the Chair and Clerk should sign this, Cllr A Heard seconded, all in favour. Minute reference to be added to the form. Document to be sent to the external auditor by 30th June 2020.

4. A query was raised regarding the increased amount for the totals on the Fixed Asset Register. The increase is due to the addition of the speed visors to the register during the year. These were due to be installed during March but due to the current situation this did not happen. Chair will contact Cormac to find out when they are likely to be put in place.

Any items/parish matters

It was noted that the village sign at the top of Trevance needs cleaning. Cllr E Ballard kindly offered to do this and the Chair thanked him for this.

Any items for the next agenda.

None

The meeting closed at 7:56pm.

Chairman:

Date:

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