

BROAD TOWN **PARISH COUNCIL**

Parish Council Meeting – Monday 8th June 2020

Members of the public are invited to join the meeting using the following link:

<https://us02web.zoom.us/j/2347275463?pwd=OTc2YTBXeS8ya1UrRFovekZzTkMvdz09>

Meeting ID: 234 727 5463

Password: 20060851

To join the meeting by telephone call 020 3966 3809.

Find your local number: <https://us02web.zoom.us/j/kdjNisghvP>

Instructions on joining the meeting and using Zoom can be found at <https://zoom.us/>

Please contact the Parish Clerk if you would need assistance to join the meeting.

PUBLIC PARTICIPATION

A G E N D A

1. APOLOGIES

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

In accordance with the Parish Council's Code of Conduct, all Members are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registerable interests.

3. MINUTES

To confirm as a true record the minutes of the Parish Council Meeting held on Monday 11th May 2020.

4. PLANNING APPLICATIONS DETERMINED

Application Number	Location of development	Description of development	Decision
20/01549/LBC 20/01010/FUL	Pantywick 101 Broad Town Hill Broad Town Wiltshire SN4 7RU	Proposed single storey extension to kitchen.	Approve with conditions.

All planning documents and decisions can be viewed at:

<https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx>

5. ENFORCEMENT APPEAL DECISION – 15/00498/ENF LAND ADJACENT TO APPLEFORD, THORNHILL

To note the response from Wiltshire Planning Enforcement to Broad Town Parish Council regarding the enforcement of the above decision.

6. INTERNAL AND EXTERNAL AUDIT 2019/20

6.1 CERTIFICATE OF EXEMPTION

The gross income and gross expenditure of the Parish Council does not exceed £25,000 in the account year ended 31 March 2020. The Parish Council can therefore exempt itself from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Members are requested to resolve to exempt the Parish Council from a limited assurance review and complete page 3 of the Annual Return, accordingly.

6.2 APPROVAL OF THE ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT

Members are requested to approve the Annual Governance statement 2019/20 as detailed in Section 1 of the Annual Return by a formal resolution.

Members are requested to approve and sign the Annual Return and Year End Accounts for 2019/20, by formal resolution.

6.4 INTERNAL AUDIT REPORT

The internal audit report and action plan is circulated for members to consider.

7. BANK BALANCES AND BANK RECONCILIATION at 31.05.2020

Balances:

Treasurers Account	£12844.99
Capital Projects Account	£ 3359.57
Community Fund	£ 8533.69

Bank reconciliation:

Treasurers Account	£12844.99
Less unrepresented cheques	£Nil
Cashbook Balance	£12844.99

8. VAT RETURN

The VAT return for 2019/20 has been completed and the claim form circulated.

9 PAYMENTS FOR APPROVAL

9.1 INTERNAL AUDIT FEES

Members are requested to approve the payment of £156.00 (inc. VAT) to Auditing Solutions for internal audit services.

9.2 BROAD TOWN PARISH COUNCIL WEBSITE- BALANCE AND ANNUAL HOSTING COSTS

Members are requested to review and approve the quote and the balance payment and annual hosting cost of £818.76 (inc. VAT) via bank transfer to BWP creative ltd.

9.3 PAYMENT TO WILTSHIRE ASSOCIATION OF LOCAL COUNCILS

Members are requested to approve the payment of £246.61 (inc. VAT) to WALC for the annual subscription 2020/21.

9.4 INSURANCE PREMIUM – COMMUNITY FIRST TRADING

Members are requested to approve the insurance premium for 2020/21 at a 1 year cost of £266.38. Quote and schedule from Community First Trading is circulated with the agenda.

9.5 COMMUNITY FUND – BROAD TOWN FOOTPATHS GROUP BRUSHCUTTER COURSE

Members are requested to approve the reimbursement payment of £96.00 (inc. VAT) to Mr A Law as part of the balance of the community fund of £969.03 awarded to Broad Town Footpaths Group at the Parish Council Meeting on 14.10.19.

10. ONLINE PARISH COUNCIL MEETINGS

10.1 ZOOM SUBSCRIPTION FOR PARISH COUNCIL MEETINGS

Members are requested to approve the use of zoom using a subscribed account until physical meetings are able to recommence.

10.2 ZOOM SUBSCRIPTION – REIMBURSEMENT TO COUNCILLOR JOYCE

Members are requested to review making a reimbursement payment to Councillor Joyce for zoom subscription payment on a monthly basis.

11. BROAD TOWN PARISH COUNCIL DOMAIN NAME

Members are requested to approve the purchase of a domain name 'broadtownparishcouncil.org.uk' or 'broadtownparishcouncil.co.uk' via crazydomains for a 10 year period at a cost of £83.40 (inc. VAT). Payment via Paypal/Credit or Debit Card only.

12. FINANCIAL REGULATIONS 2020-21

The financial regulations have been amended in line with the NALC model regulations for 2019, with new or amended items highlighted in the copy circulated. For review and adoption by resolution of the Council.

13. EXCHANGE OF INFORMATION

Please note no decisions can be made on these items. Anything raised which requires a decision of the council will be included as an agenda item at the next Parish Council meeting.