

Minutes of the Annual meeting of Hulcott Parish Council held on Tuesday 18 May 2021

at 6:00 p.m. in the Churchyard to comply with Covid-19 regulations

Present:

Councillors Peter Fenton-O'Creevy, Heather Green, Andrew Harper, Ian Pleeth, Deborah Roberts; Deborah O'Brien (Parish Clerk)

1. Election of Chairman

Cllr Fenton-O'Creevy opened the meeting as former Chairman and requested nominations for Chairman for 2021-22. **RESOLVED that** Cllr Andrew Harper was elected as Chairman. Cllr Harper signed his acceptance of Office of Chairman.

2. Receipt of Acceptances of Office and Registers of Interests

All members present submitted their signed Acceptances of Office which were counter-signed by the Clerk. In addition, Registers of Interests were submitted to the Clerk who will submit them to the Monitoring Officer at Buckinghamshire Council for publication on the County website. Councillors also completed, signed and submitted a GDPR & Electronic Communications policy document.

3. Apologies:

There were no apologies submitted

4. Election of Vice-Chairman

RESOLVED that Cllr Peter Fenton-O'Creevy was elected as Vice-Chairman. Cllr Fenton-O'Creevy signed his acceptance of Office as Vice-Chairman.

5. Declarations of Interest & Dispensation requests:

There were none

6. Approval of the Minutes:

RESOLVED to agree that the minutes of the meeting on 23rd March 2021 HPC/05/2021 were a true record and they were signed and dated by the Chairman.

7. Renewal of Temporary Scheme of Delegation

Members reviewed and considered the temporary scheme of delegation under S101 of the 1972 Local Government Act, which allows for effective decision making while Covid-19 restrictions are in place. **RESOLVED to** adopt and renew the Scheme of Delegation.

8. Approval of Insurance Provider for 2021/22

Members reviewed and considered 6 quotes obtained. Comparisons of coverage and liability were made. **RESOLVED to accept** the quote from Zurich Insurance at a cost of £193.20 for the year.

9. Clerk's appraisal and review

Members confirmed that the Clerk's appraisal and review had been completed and **RESOLVED** that a revised pay scale of SCP24 should be applied as of 1 April 2021.

10. Finance

10.1 Bank Balances

RESOLVED to note:

- Lloyds Bank £8,110.98 as of 30/04/21
- Green Fund Savings Account £252.36 (request has been made to Lloyds to close this account and transfer funds to the main account)

10.2 Payments:

Members **RESOLVED to** agree the following payments made between meetings:

- S. R. Cox - £175.00 tarmac repairs – cheque 423
- M. R. Rose - £25.00 Internal Audit – cheque 424

Members **FURTHER RESOLVED** to agree the following payments and cheques to be issued:

- BMKALC - £37.58 BMKALC/NALC 2021/22 subscription – cheque 425

HPC/01/2122

- Lynch Garden Services - £200.00 – village green mowing inv 6837 – cheque 426
- Zurich Insurance - £193.20 Annual insurance premium – cheque 427
- D. O'Brien - £386.72 – Salary 5/4/21- 29/5/21 (8 wks.) + postage + topsoil £117 + VAT £23.40 - cheque 428 (issued after the meeting in order to action minute 9.0 and to refund cost of topsoil ordered under delegated powers)

10.3 Income received:

RESOLVED to note:

- Buckinghamshire Unitary - £2,050.00 1st half precept
- HMRC - claim for VAT refund has been made in the amount of £93.60 (received 18/5/21 post agenda)

10.4 Internal Audit:

The Internal Auditor carried out the internal audit service for Hulcott Parish Council on the Annual Accounts 2020/21, all in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in "Governance and Accountability for Local Councils in England & Wales: A Practitioners' Guide". Her report is detailed on page 4 of the Annual Governance and Accountability Return (AGAR) and members reviewed and **RESOLVED to** accept this.

10.5 Annual Governance Statement 2020/21

Members reviewed and completed the Annual Governance Statement 2020/21 – page 5 of the AGAR. **RESOLVED that** the Chairman and Clerk signed and dated.

10.6 Accounting Statement for 2020/21

Members reviewed and **RESOLVED to** approve the Accounting Statements 2020/21 – page 6 of the AGAR (prepared & signed by the Clerk). Chairman signed and dated.

10.7 Certificate of Exemption 2020/21

Members reviewed and **RESOLVED to** approve the Certificate of Exemption for smaller authorities under £25,000 turnover. (Page 3 of the AGAR, prepared and signed by the RFO.) Chairman signed and dated.

10.8 Explanation of Variances and Bank Reconciliation 2020/21

Members reviewed and **RESOLVED to** approve the Explanation of Variances and Bank Reconciliation

10.9 Exercise of Public Rights

Members **RESOLVED to** confirm the dates of the period for the exercise of public rights as commencing 14 June 2021 and ending on 23 July 2021. Announcement to be made 11 June 2021.

11. Church Fete

Members **RESOLVED to** grant permission for the Church Fete to be held on 10 July 2021. Proof of liability insurance and a Covid risk assessment are to be provided by the PCC.

12. Date of next meetings – Hulcott Parish Council:

Members noted: At time of this meeting, legislation provides for face-to-face meetings only, with most Covid-19 restrictions to be lifted after 21 June 2021. Location of the next meeting to be confirmed.

- Tuesday 14 September 2021

Signed:

Chairman

Date: