

# COLD ASHBY PARISH COUNCIL AGENDA Wednesday 6th May 2020

A meeting will be held on Wednesday 6<sup>th</sup> May at 7.40 p.m., by video conference.

**Councillors are summoned to attend this meeting of the Parish Council.  
Members of the public and press are invited to attend**

**Present:** to record the presence of Cold Ashby Parish Councillors, Officers, members of external authorities and others in official attendance at the meeting.

**Interests:** Members' attention is drawn to the need to disclose pecuniary interests not already registered before any relevant agenda item.

1. **Apologies:** to receive and consider apologies for absence
2. **Minutes:** to approve minutes of the meeting of the Council on the 1st April 2020.
3. **Matters arising: to note for information only** any relevant matter arising from the approved minutes and not covered elsewhere on the agenda.
4. **Open forum:** to receive and discuss matters raised by members of the public present at the meeting.

Items for decision

5. **Accounts:** Members are asked to **approve** the attached accounts and **authorize** the payments contained in them. The balance reported at the April meeting was **£14,249.37** (current £7,973.00, £6,276.37 investment). Details of payments and receipts and the new balance are reported in **Annex 1**, a copy of which will be e-mailed to members in advance of the meeting and available at the meeting in hard copy.
6. **Internal Audit Report:** the internal auditor been contacted about revised procedures for the accounts in the light of the current coronavirus restrictions. His reply will be reported to the council.
7. **Annual Audit Return 2019-20:** the council's auditors for year 3 of the new audit regime are PKF-Littlejohn. All documents related to the audit must now be published on the council's website and the council (via the clerk) must confirm that it has done so. This will grant the council 'exempt' status, which means that the auditor will not require the council to submit its returns on an annual basis. The returns still need to be completed, however, and approved by the council prior to their website posting. The council's approval must be given in a specific order, the minute number noted and the forms signed by the clerk and the chairman. The figures used in these returns are identical to those approved by the council at its April meeting in the End of Year accounts and the Actual versus Budget statement Annexes with the meeting papers contain the annual governance statement blank and the annual return summary.

- a. The council is asked to consider the 9 statements in the Annual Governance Statement (annex) and to agree its completion. **Resolved:** this annual governance statement is approved by this authority and recorded as minute reference 2020/05/page number/7a.
  - b. **Resolved:** this authority approves the accounting statements (annex) presented to it at this meeting (06.05.20) recorded as minute reference 2020/06/page number/7b and authorises the chairman to sign the statements.
- 8. Grass cutting contract:** members will recall that the councillor's contractor for grass mowing has retired owing to ill health. The council agreed to re-assign the contract to Mr Ian Lill, who worked alongside the contractor last year, on the understanding that this transfer would not require a complete re-tender of the contract. The clerk has since negotiated a revised agreement with Mr Lill and the terms are attached to this agenda. Members will note that the fee agreed for the two elements of the new contract could amount to £3,500 per season, if all cuts prove necessary. The previous maximum was around £3,000. This requires a minor adjustment to the annual budget components for 2020-2021 as shown in the attached actual v. budget statement. The overall agreed figure remains the same.
- The attached documents show the requirements of the contractor, which has been agreed with and signed by Mr Lill, together with the service level agreement and price structure. Mr Lill is aware that these can be negotiated on an annual basis.
- It is resolved that the Council awards the grass cutting contract to Mr Ian Lill on the basis of the attached agreements.
- 9. Breaches of Covid 19 regulations:** a number of serious breaches of social distancing and lockdown regulations have been reported in the village. Members are asked what the response of the Parish Council should be.
- 10.** To receive any verbal reports from the council's representatives on other bodies
- 11. Post:** to note and/or discuss items of correspondence with the Council not considered elsewhere on the agenda



Graham Jones 30<sup>th</sup> April 2020

