



Members of the public and press are very welcome to attend this meeting

Dear Councillor,

You are summoned to attend a meeting of the Parish Council which will take place as detailed below:

**The Annual Meeting of the Parish Council will be held on
Monday 18th May 2020, 7.30pm
remotely via Zoom Meeting ID: 859 9927 0221
Password: 012621**

12.05.2020

Lynne Rampton Clerk to the Council

AGENDA

1. **To elect a Chairman & to receive the Chairman's Declaration of Acceptance of Office**
One nomination received for Cllr A Forbes
2. **To Elect two Vice-Chairmen & to receive the Vice Chairmen's Declaration of Acceptance of Office.** *One nomination received each for Cllr K Joyce and Cllr G Paterson*
3. **To receive and accept apologies for absence.**
4. **Council to re-adopt Standing Orders, Financial Regulations, and associated documents**
5. **Parish Council to adopt a new supplementary Standing Order to manage 'virtual meetings' of the council and a protocol to manage those meetings Annex 1**
6. **To Appoint Parish Representatives to Outside Bodies Annex 2**
7. **To Appoint Members to Committees, Advisory Committees, Working & Steering Groups Annex 3**
8. **Declarations of interest.**
9. **To consider & decide upon any requests for dispensation *from members to allow them to participate in a discussion or vote on a matter in which he/she may have a disclosable pecuniary or non-pecuniary interest.***
10. **To approve the minutes as a correct record for the Parish Council meeting held 27th April 2020**
11. **Minute Update from the April Parish Council meeting and May Clerk's Report Annex 4**
12. **Crime Report – to receive a police report for the last month period**
13. **Response to matters raised during Public Participation at the previous Parish Council meeting**
14. **Public Participation** *A maximum time of 15 minutes will be allowed for a session open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate during the meeting.*
15. **To receive a Ward Councillor & NSC Parish Liaison Officer Update**
16. **To Authorise Bills for Payment Annex 5**
17. **To consider co-option of a new Councillor onto the Parish Council to fill the one vacant member position.**

- 18. Covid-19. To identify and agree possible additional measures to assist the parish**
- a. To consider a request for the suspension of monthly lease payments for the sports changing rooms and the lease for land on which the clubhouse is located, along with the annual contribution for land used by the sports clubs.
 - b. To consider the requirements of providing/assisting with a food bank locally.
 - c. Award Land Volunteers. Volunteers permitted to return to the land to carry out maintenance works, whilst observing social distancing rules?
 - d. To consider the re-opening of the skate park at the War Memorial Recreation Ground.
- 19. To receive and approve financial matters in relation to the 2019/2020 Financial Year Annex 6**
- a. To carry out a review and accept the effectiveness of the system of internal control for the Parish Council for the 2019/2020 financial year
 - b. To review budget summary reports for 2019/2020
 - c. To review and re-adopt the Investment Strategy and Policy, this being the manner in which the Parish Council had previously invested monies.
 - d. Annual Governance and Accountability Return 2019/2020 Part 3, p3 – Annual Internal Audit Report 2019/2020 has been completed and the end of year report and financial risk assessment is presented to the council for acceptance.
 - e. The accounts for the 2019/2020 financial year, prepared on a receipts and payments basis are presented to the Parish Council for approval.
 - f. Section 1 - Annual Governance Statement 2019/2020, Box 1 - 8 of the Annual Governance Statement is recommended for completion as 'yes' and with box 9 completed as N/A.
 - g. Section 2 – Accounting Statements for 2019/2020. The completed Accounting Statements is recommended for approval.
- 20. To instruct replacement ramp surface works for the skate park at a cost of £2,200**
- 21. Environment Group recommendations from a meeting held on 16th March**
- a. Parish Planter – to consider replacement of one parish planter with a self-watering planter (made from recycled plastic) in time for summer planting season
- 22. To consider and decide upon a request from the Winscombe and Sandford Remembers Team for:**
- a. Public Liability Insurance Cover for flags and volunteers
 - b. A donation of £100 to the Winscombe and Sandford Festival Fund for the acquisition of a further 20 memorial flags
- 23. Matters for Information - please advise the Clerk of items 72 hours prior to the meeting**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.