

Minutes of the Resources Committee Meeting held on 22 July 2020 at 7.30 pm via Zoom

Present: Cllrs S Berlyn, A Chapman, G Chapman, M Hessing and P Sutton (Chair)

In attendance: Ms M Harper (Clerk)

20/21.11 Apologies for absence

Cllr J Thombs

20/21.12 Declarations of Interest

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA.

There were no declarations of interest.

20/21.13 Public Question Time

There were no members of the public present

20/21.14 To approve Minutes of the Resources Committee meeting held 24 June 2020

RESOLVED: that the minutes of the Parish Council meetings held on 24 June 2020 be approved and signed as a correct record

20/21.15 Actions from the Minutes

The actions from the minutes were noted

20/21.16 Financial Report

20/21.16.1 Payments – 25 June to 22 July 2020

RESOLVED: that the payments from 25 June 2020 to 22 July 2020 be approved, proposed by Cllr A Chapman and seconded by Cllr G Chapman, all agreed (Appendix 1)

20/21.16.2 Receipts – 25 June to 22 July 2020

The receipts from 25 June 2020 to 22 July 2020 were noted (Appendix 2)

20/21.16.3 Reconciliations

RESOLVED: that the reconciliation to 30 June was correct and approved, proposed by Cllr G Chapman and seconded by Cllr Hessing, all agreed

It was agreed that the signing of reconciliation to 30 June be deferred to the next meeting

20/21.16.4 Budget sheets/Earmarked Reserves

The budget sheets and Earmarked Reserves were noted

20/21.16.6 Virement of monies

Nothing to report

20/21.16.7 Debtors more than 3 months

Nothing to report

20/21.16.8 On line Banking

Nothing to report

20/21.17 Approval of August 2020 payments

RESOLVED – that payments due to 28 August 2020 be approved by a second signatory as available and reported to the Resources Committee at the meeting to be held on 23 September 2020, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

20/21.18 Update on IT Strategy

It was noted that discussions had been held with the IT Support provider and that the migration to Microsoft 365 will commence later this year with councillor email addresses being available towards the end of August. The introduction of a hybrid solution for the server will begin next year with the current server being utilised along with a cloud option.

20/21.19 Update on Website Accessibility

RESOLVED: to delegate authority to the Clerk to arrange for the work that needed to be undertaken to make the minutes from September 2018 to June 2020 accessible and for Sue Lees to complete the accessibility checks on the website and provide the accessibility statement, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

20/21.20 Report from Leases Sub Committee

It was noted that the lease had been agreed by the Committee and that the Clerk would contact the Bowling Club to arrange a virtual meeting to finalise the lease for signature and approval by Parish Council

20/21.21 Report from Land Slippage Sub Committee

It was noted that the contractor carrying out the monitoring works in Dawson Memorial Field had provided the following verbal update with a full report and recommendations due to be received by the end of August for consideration at the September Parish Council meeting:

20/21.22 System of Internal Controls

RESOLVED: that the System of Internal Controls would be recommended to Parish Council for adoption, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

20/21.23 Standing Orders

RESOLVED: that the Standing Orders would be recommended to Parish Council for adoption, proposed by Cllr Sutton and seconded by Cllr Berlyn, all agreed

20/21.24 Risk Management

RESOLVED: that the Risk Management assessment would be recommended to Parish Council for adoption, proposed by Cllr A Chapman and seconded by Cllr G Chapman, all agreed

20/21.25 Documentation Review

After discussion the timetable for the documentation review was agreed

20/21.26 Matters for Report (for information only)

There were no matters for report

20/21.27 Dates of next meeting

Wednesday 23 September 2020 to be held remotely by Zoom at 7.30pm

There being no further business the meeting closed at 8.52pm

Chairman

Date