

SHEPTON BEAUCHAMP PARISH COUNCIL

C/o Parish Clerk, Lavender Cottage, Shells Lane, Shepton Beauchamp TA19 0LX
Email: clerk@sheptonbeauchamppc.org.uk

NOTICE OF THE PARISH COUNCIL MEETING

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting of... **Shepton Beauchamp Parish Council**

Time... **7:30pm**

Date... **Monday 15th June 2020**

Place... **Virtual meeting Using Zoom software**

To access the meeting members of the public will need to download the Zoom App (see link below) and pre-register your e-mail address with the Parish Clerk (clerk@sheptonbeauchamppc.org.uk) before midday on 15 June. The meeting can be accessed between 7.00pm – 9:30 pm, by following the instructions given by the clerk. The Meeting will be recorded throughout.

<https://zoom.us/download>

Councillors will be discussing all the items listed overleaf on the Agenda.

S. Davies

Stella Davies

Parish Clerk

9th June 2020

Prior to the start of the meeting

7:15pm Questions and comments from members of the public. During the Meeting members of the public are able to view and listen, however any questions to the Council should be made during the three Open Sessions before, midway and at the end of the meeting.

7:20pm Reports from County and District Councillors - The County and District Councillors are invited to give short oral reports on matters affecting the parish.

Under the Openness of Local Government Bodies Regulations 2014, any member of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit or the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. Please note that members of the public exercising their right to speak during Public Question Time may be recorded.

SHEPTON BEAUCHAMP PARISH COUNCIL – AGENDA

Meeting Monday 15th June 7:30 PM

Ser	Item	Lead	Time
350	To receive apologies for absence and to approve the reasons given (LGA 1972s85(1))	Clerk	1 min
351	Declarations of interest – Members to declare any interest, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council’s Code of Conduct and to consider any prior requests from members for dispensations that accord with the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)	Clerk/ Chair	1 min
352	To approve as a correct record the minutes/decisions of the Parish Council Meeting held remotely on Monday 18th May 2020 (LGA 1972 sch 12, para 41(1)). To be signed at the next convened meeting.	Chair	1 min
353	Approval of Internal Audit Report. To receive and approve the Annual Internal Audit Report for FY 2019/20.	Clerk/RFO	5 mins
354	Approval of Annual Governance Statement (section 1 of the Annual Governance and Accountability Return 19/20). (Accounts & Audit Regulations 2015 and the Accounts & Audit [Coronavirus] [Amendment] Regulations 2020).	Clerk/RFO	10 mins
355	Approval of Accounting Statement (section 2 of the Annual Governance and Accountability Return 19/20). (Accounts & Audit Regulations 2015 and the Accounts & Audit [Coronavirus] [Amendment] Regulations 2020).	Clerk/RFO	10 mins
356	Consider if the Council can declare itself exempt or if a Basic or Intermediate review is required.	Clerk/RFO	5 mins
357	Approve the period for the exercise of public rights as Thursday 18 th June – Wednesday 29th July (30 working days)	Clerk/RFO	5 mins
358	Councillor vacancy. To approve the Advertisement to fill a Councillor vacancy due to the resignation of Cllr Cripps wef Jul 20.	Chair	5 mins
359	Purchase of SID. To resolve to purchase a SID up to a maximum of £4,000. (Note: Budgeted for £3,000)	Chair	10 mins
360	To approve the siting of two water bowsers in the allotments for the use of the allotment holders and to approve the spend of up to £100 to purchase them and make them fit for use.	RC	5 mins
	OPEN SESSION		10 mins

361	Term of Reference for the Events Team.	Chair	5 mins
362	Report from Clerk/RFO. For information only	Clerk/RFO	5 mins
363	Finance. To review Bank Reconciliation to 25 th May 2020 (previously circulated). To be signed at next convened meeting. To Approve payments: Chq 614 HMRC – PAYE £15.40 Chq 615 PATA UK – Payroll charges £7.75 Chq 616 S Davies – Salary & expenses £426.38 Chq 617 Pinnacle Accountancy – Internal audit £144.00 Chq 618 SALC – Training £25.00 Chq 619 Community heartbeat – Defib supplies £97.20 Chq 620 R Cripps – Water bowsers for allotment £65.00	Clerk/RFO	5 mins
364	Reports. To receive updates from councillors: Highways – EW / AR Lethbridge Recreational Ground Committee - IF Environment – CL / AJ Ranger – RC The Slope - NWC Allotments / Cowleaze – RC Footpaths - SB <u>For information only</u> – no resolution required	All	10 mins
365	Annex A – Deferred items register – update	All	5 mins
366	Annex B – Official correspondence received - review	Clerk	2 mins
	OPEN SESSION		10 mins
	Date of next meeting: Monday 20 th July 2020		