

WEST LAVINGTON PARISH COUNCIL

**EXTRA ORDINARY MEETING OF THE PARISH COUNCIL ON**

**25 JUNE 2021 at 1900**

**Held at the West Lavington Village Hall**

**MINUTES**

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| **Present**: | Councillors: Mrs J Ford (Chairman), Mrs L Gough, Mr R Gamble, Mr D Muns and Mr R Oglesby. |  |
| **Also present** | Mrs K Elston (Clerk) |  |
|  | Mrs Ford reported the recent death of Councillor Steve Coxhead, who has been unwell over the last few months. Councillors wish to record their condolences to his family. There followed a minute’s silence in remembrance of Mr Coxhead. |  |
| **21/22/024** | **Apologies for absence**   * Mr P Blundell. These were accepted. |  |
| **21/22/025** | **Declaration of interests**   * There were none. |  |
| **21/22/026** | **Public Participation**   * There was no one present and therefore no participation. |  |
| **21/22/027** | **Finance**   * Internal Audit 2020-21 – this has been received back by the clerk   and circulated to councillors prior to the meeting. The points  raised are as followed which the clerk has responded to:  **Bank statements and reconciliation should be signed**  **quarterly should be signed by non-cheque signing councillor.**  This has been happening at every monthly meeting prior to COVID  Restrictions being in place and the meetings taking place online.  **Excel spreadsheet needs to have formulas applied.**  This will be put in place for 2021-22.  **Staff costs recorded in correct column.**  2 entries in general expenses and not placed under staff expenses.  These have now been moved into correct column but does not  amend overall expenses.  **Up to date financial documents not displayed on website.**  These have now been put on website.  **Consideration of setting limit for tender action to be reduced**  **from £20 000 to £10 000**.  This was raised last year and councillors agreed to reduce to  £10 000 and was amended in the Financial Regulations. But not  amended in Standing Orders so this will now be amended as well  **An analysis of Section 137 grants should be established.**  This will be put in place.  **The council must ensure that its insurance cover is adequate**  **and appropriate for its responsibilities.**  The insurance policy is reviewed annually prior to renewal.  **Council needs to ensure playground inspections take place**  **and are recorded.**  The playground is inspected weekly and recorded but going  forward this needs to be recorded in the monthly meeting minutes.  **Value of specific earmarked reserves to be recorded as**  **Carried forward in the minute.**  This will be recorded at the next meeting as currently it is only  recorded in the Budget Monitoring sheet.   * Completion of the Annual Governance and Accounting Return   Councillors have reviewed the financial accounts and the internal  audit report and agreed the following:  Annual Governance Statement 2020/21  ***Proposed: Mr R Oglesby***  ***Seconded: Mr D Muns***  ***All councillors present in agreement***  Accounting Statements 2020/21  ***Proposed: Mr R Gamble***  ***Seconded: Mrs L Gough***  ***All councillors present in agreement***  Clerk to complete documents to be submitted to external auditor  and submit by 30.06.2021.  Period of exercise of public rights to view accounts to commence  on 28 June 2021.   * Disbursements   **Cheque No Payee £**  1819 Auditing Solutions 198.00  1820 West Lavington Village Hall 35.00  1821 Conservation Contractors Ltd 810.00 | **KE** |
| **21/22/028** | **AOB**   * Wiltshire Rambler request – a request has been made by the   Ramblers to park in the Village Hall carpark on 16 July from 1100  to 1400. The letter advised further cars will be parked in White  Street. The clerk has confirmed with the village hall that they do  not have any events that day. Councillors were in agreement to  agree to the parking request with a note that parking in residential  areas like White Street should be avoided as there is plenty of  parking at the Village Hall. Clerk to advise Wiltshire Ramblers. | **KE** |
| **21/22/029** | **Date of next parish council meeting**   * **01 July 2021 at 1945** |  |

*Meeting closed at 1930kaye*

Signed…………………………………………………………………………01 July 2021