

FORSBROOK PARISH COUNCIL

07919 911938

forsbrookparishcouncil@outlook.com

www.forsbrookparishcouncil.org.uk

Minutes of the meeting held on Monday 4 May 2021 19:30 hours via Zoom

Members Present

Cllr Ian Herdman VC	Cllr Yates
Cllr Holmes	Cllr White
Cllr Felin	Cllr Sanidford
Cllr McCRReady	

In Attendance

Dawn Plant - Clerk	
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1. Apologies for Absence

Cllr Flunder

2. Declarations of Interest & 3. Register of Interests

<u>Item</u>	<u>Member</u>	<u>Nature</u>
Blythe Bridge Village Hall Committee	Councillor J Felin	Part of the management committee
Planning	Cllr Holmes	Member of SMDC Planning Committee
SMDC	Cllr Herdman	Resident adjacent to local plan site

4.	To elect a Chairman & Vice Chairman for 2021 / 2022 Cllr Holmes proposed Cllr Herdman for Chairman and this was seconded by Cllr Yates The Councillors were unanimous in voting Cllr Herdman as Chairman Chairman Herdman proposed Cllr Yates as Vice Chairman and Cllr Feiln seconded. The Councillors were unanimous in voting Cllr Yates as Vice Chairman.	
5	Minutes – To approve the minutes from April 2021 Unanimously agreed to approve as a true and accurate record.	ACTION
6.	Residents issues The Clerk reported a correspondence from a resident regarding the issues with HGV on Dilhorne Road, this was ongoing as Cllr Holmes was discussing this with SMDC.	
7	COUNTY COUNCILLORS REPORT – Nothing to report	

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8	INFORMATION AND REPORTS FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS INCLUDING DISTRICT COUNCILLORS Nothing to report	
9	CLERKS REPORT Face to Face meetings could reconvene in the Village Hall main hall on the 28 th June and 19 th July. Discussion about the venue for August and beyond were on going. Authorisation was given to donate £50 from the S137 towards a sunflower project with the friends of Meir Park residents association.	
10	CORRESPONDENCE The Clerk had circulated any email correspondence received	
11	Update from the Police House project Nothing to report	
12	Planning No objections to the circulated planning applications	
13.	Cemetery Nothing to report	
14	ENVIRONMENT AND ENVIRONMENT REPORT Nothing to report	
15	COUNCILLOR UPDATES Nothing to report	
16	APPROVE ACCOUNTS AND PAYMENTS May 2021 A The Clerk explained that the invoices and accounts would be paid in the same time frame as normal meetings, she would circulate the invoices on the third Monday of May and required three Councillors to check the invoices and reply with the phrase OK to pay. She would then print these emails and attach them to the paper records which would be checked in the twice yearly audits. The Bank statement and Rec would be circulated as soon as done each month. The Bank Statement normally arrives in the post on or around the 6 th of each month. Please see item H	
15	B Bank Reconciliation	

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	The Bank Rec had not been done, this meeting had been bought forward and the statement had not arrived. As soon as it was available the Clerk would circulate and publish on the web site.	
15	C To note the internal audit report and plan for any recommendations	
15	D To Approve the Annual Governance Statement The Clerk read the statements out and the Councillors unanimously agreed to approve.	
15	E To Approve the Annual Accounting Statement The Clerk read the figures out and the Councillors unanimously agreed to approve.	
15	F To appoint Alan Topliss as the internal auditor for 2021/22 The Councillors unanimously agreed to approve	
15	G To approve the following policies. Standing Orders, Financial Standing orders, Developer Engagement, Cooption Policy, FOI, Complaints, Vexatious, Pensions discretionary policy, Media, illegal encampment, contract hire, grants, changing rooms, communications and annual risk assessment. – Previously circulated via email The Councillors unanimously agreed to approve.	
	a) To approve making Bacs payments for invoices in line with the standing orders (extract copied below) The Councillors unanimously agreed with the protocol explained in agenda item 15 A to approve. <i>6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.</i> <i>6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.</i>	

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The meeting closed at 8:15pm

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