

**COLTON PARISH COUNCIL MEETING, WEDNESDAY 15th JULY 2020,  
AT 7:30 PM BY ZOOM VIDEO CONFERENCE**

**PUBLIC PARTICIPATION (Maximum of 20 mins at the beginning of the meeting to hear public questions and comments)**

**(No member of public may address meeting hereafter).**

**BUSINESS AGENDA**

1. To note attendance and receive apologies for absence
2. To receive declarations of interest
3. To approve minutes of meeting held on 4<sup>th</sup> March 2020
4. Payments

- a) To ratify the following payments, previously approved by councillors by email due to Coronavirus pandemic:
  - i) 1794 SPCA –Annual subs 20/21 incl. NALC affiliation £230.00
  - ii) 1795 CCRPG – Annual subs 20/21 £5.00
  - iii) 1796 Vision ICT – Website accessibility statement (45.00); additional website page (30.00) plus VAT £90.00
  - iv) 1797 Petty cash £50.00
  - v) 1798 HMRC – Payroll taxes for tax months 11 & 12 £141.68
  - vi) 1799 Alison James – Clerk’s salary, April (233.38); Home working expenses, 4 wks, 7 Mar – 3 Apr (16.00); Reimbursement for set of 4 printer cartridges (36.02) £285.40
  - vii) 1800 TGM – Grass cutting, March/April – Closed BG, 3 cuts (135.00), Village Hall, 1 cut (92.00) Stockwell Heath, 1 cut (30.00) plus VAT £308.40
  - viii) 1801 BHIB Ltd – Annual insurance to 31/5/21 £636.29
  - ix) 1802 Vision ICT – Enabling unlimited pages on website incl. VAT £144.00
  - x) 1803 Burial Ground Committee–Request for funds £1,000.00
  - xi) 1804 St Mary’s Church – Agreed contribution to Parish magazine 20/21 £1,164.00
  - xii) 1805 Alison James – Clerk’s salary, May (233.38); Home working expenses, 5 wks, 8 Apr – 8 May (20.00); Reimbursement for PC mobile online top up (10.00) £263.38
  - xiii) 1806 TGM – Grass cutting, May – Closed BG, 1 cut (45.00), Village Hall, 1 cut (92.00) plus VAT £164.40
  - xiv) 1807 Starboard Systems Ltd – Annual licence for Scribe accounts software (257.00) plus VAT £308.40
  - xv) 1808 Alison James – Clerk’s salary, June (233.38); Home working expenses, 5 wks, 9 May – 12 Jun (20.00); Reimbursement for stamps (4.56) and for Zoom video conferencing mthly licence, 26 Jun – 25 July (11.99) plus VAT; BGC Clerk salary, 26 Feb – 31 Mar (48.61) less tax (9.72) £311.22
  - xvi) 1809 HMRC – Payroll taxes, Apr – Jun £184.74

- b) To approve the following payments:
- |     |      |   |         |
|-----|------|---|---------|
| i)  | 1810 | TGM – Grass cutting, June – Closed BG, 2 cuts (90.00); Village Hall, 1 cut (92.00); Stockwell Heath, 2 cuts (60.00); Corner by brook, 1 cut (22.50); Verge from bridge to B5013, 1 cut (60.00) plus VAT | £389.40 |
| ii) | 1811 | Alison James – Clerk’s salary, July (233.38); Home working expenses, 5 wks, 13 Jun-17 Jul (20.00); Reimbursement for stamps (4.56); BGC Clerk salary, 1 Apr – 30 Jun (137.50) less tax (27.50)          | £367.94 |

(Total new payments to approve this month = £757.34)

#### 5. Finance and audit

- a) To note the letter of Conclusion of Internal Audit for 2019/20 from Toplis Associates Ltd and Annual Internal Audit Report 2019/20, forming page 4 of Annual Governance and Accountability Return (AGAR).
- b) To complete and approve the Annual Governance Statement 2019/20, forming Section 1 of the AGAR.
- c) To approve the Accounting Statements 2019/20, forming Section 2 of the AGAR.
- d) To approve the Certificate of Exemption (AGAR 2019/20 Part 2)
- e) To appoint an internal auditor for 2020/21.

#### 6. To approve purchase of new box plants for pots around the War Memorial

#### 7. To agree date of next meeting