

MEPAL PARISH COUNCIL

Clerk: Mrs Karen Peck, email: clerk@mepalparish.org tel 01353 741066

Chairman: Mr Brian Rollason, email: brian@mepalparish.org

NOTICE OF MEETING: Annual Meeting of Mepal Parish Council
TIME: 19.00
DATE: Tuesday 4th May 2021
VENUE: Virtually via Zoom

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually using Zoom as permitted in "The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020" ("the 2020 Regulations").

The Parish Meeting link is Meeting ID: 84798883631 Passcode: 011779 if you wish to raise any points within Public Participation, we ask that these are sent to the Parish Clerk 48 hours prior to the meeting.

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

MEMBERS	4
VACANCIES	3
QUORUM	3

MINUTES

040521/1 TO ELECT CHAIRMAN OF THE COUNCIL AND RECEIVE THE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Williams proposed, and Councillor Hickman seconded that Councillor Rollason should be elected as Chairman for the coming year. Motion carried unanimously.

040521/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Rollason proposed, and Councillor Foord seconded that Councillor Williams should be elected as Vice Chair for the coming year. Motion carried unanimously.

040521/3 TO RECORD APOLOGIES FOR ABSENCE

There were no apologies for absence.

040521/4 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

040521/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

The minutes of Mepal Parish Council meeting held on 29th April 2021 were circulated to all Councillors and were taken as read. Councillor Williams proposed and Councillor Hickman seconded, that the minutes should be signed as a true and accurate record of the meeting. Motion carried unanimously.

040521/6 OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes)

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.

There was one member of the community in attendance but did not wish to speak within this section. County Councillor Lorna Dupre and District Councillor Mark Inskip gave a brief highlight report to the Parish Council.

District Councillor Inskip left the meeting at 19.24 and County Councillor Dupre left the meeting at 19.26

- 040521/7 TO APPROVE AND ADOPT THE STANDING ORDERS**
Councillor Rollason proposed, and Councillor Williams seconded to approve and adopt the Councils Standing Orders. Motion carried unanimously.
- 040521/8 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS AND INTERNAL FINANCIAL CONTROLS DOCUMENTS**
Councillor Williams proposed and Councillor Rollason seconded that to adopt the Councils Financial Regulation and all Internal Financial Control Documents. Motion carried unanimously.
- 040521/9 TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES**
All policies remain unchanged except for a minor amendment to "Social Media and Communication Policy" & "Reserve Policy" and the addition of a "Security Camera Policy" circulated to all before the meeting.
Councillor Hickman proposed and Councillor Foord seconded to approve and adopt the Councils Policies and Procedures. Motion carried unanimously.
- 040521/10 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**
Councillor Williams proposed and Councillor Rollason seconded to approve and adopt the Councils Standards and Code of Conduct for Members. Motion carried unanimously.
- 040521/11 INTERNAL AUDIT REPORT 2020/21 TO BE ACCEPTED AND APPROVED**
Councillor Hickman proposed and Councillor Foord seconded to approve the Councils Internal Audit Report 2020-21. Motion carried unanimously.
- 040521/12 INTERNAL AUDIT REVIEW 2020/21**
Councillor Williams proposed and Councillor Foord seconded to approve the Councils Internal Audit Review. Motion carried unanimously.
- 040521/13 AGAR 20/21: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**
Councillor Rollason proposed, and Councillor Williams seconded that the AGAR: 2020/21 Annual Governance Statement, as circulated to all Councillors, should be approved. Motion carried unanimously.
- 040521/14 AGAR 20/21: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**
Councillor Foord proposed, and Councillor Hickman seconded that the AGAR: 2020/21 Annual Accounting Statement, as circulated to all Councillors, should be approved. Motion carried unanimously.
- 040521/15 APPOINTMENT OF INTERNAL AUDITOR 2021/22**
Councillor Williams proposed and Councillor Foord seconded that S&J Accounting Ltd should be appointed as Independent Internal Auditor for 2021-22. Motion carried Unanimously.
- 040521/16 MATTERS ARISING (30 minutes)**
1. Delegation Scheme - Appendix 1 to be approved.
Councillor Hickman proposed and Councillor Williams seconded to approve the delegation scheme. Motion carried unanimously.
- 040521/17 PLANNING (10 minutes)**
TO DISCUSS: None

UPDATES: None
- 040521/18 FINANCE**
1. To approve payments and Bank Reconciliation up to 30th April 2021
Councillor Hickman proposed and Councillor Williams seconded that the bank reconciliation covering up until 30th April 2021 be approved. Motion carried unanimously.
a) Online Payments:
Amazon - Pond Signage, Grass Collection Bags £89.99 OC
MFG Witcham Toll - Fuel £24.94 OC

JRH Contracts Ltd – Pavilion Car Park and pathways (Grantscape)	£2102.88 BACS
HMRC, Wages and Expenses	£2380.82 BACS
SLCC Membership Renewal	£50.00 BACS
CAPALC Affiliation Fees	£375.23 BACS
ECDC- Business Rates	£0.00
ALD – Vertidrain, Fertilise, Overseed and Fencing to Pond (Grantscape)	£10032.00 BACS
Container People	£39.78 BACS
ROSPA Annual Inspection	£107.40 BACS
Cambridgeshire Proficiency Test Committee – PA6	£110.00 BACS
S& J Accountancy – Audit	£110.00 BACS
b) Direct Debits Made:	
EE – Phone and Wifi	£40.63 DD
British Gas – Gas Pavilion	£53.89 DD
c) Income	
Covid Grant	£500.00 BACS
Grantscape Grant – in relation to JRH Contracts Ltd invoice	£17475.00 BACS
Councillor Williams proposed and Councillor Rollason seconded that payment be approved. Motion carried unanimously.	

040521/19 **DIARY DATES** – The delegation scheme will now commence, and no further Parish Council meetings will take place until the government roadmap allows. This is likely to be July 2021 or later.

Meeting closed at 19.33

K Peck

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**Karen Peck
Clerk & Responsible Finance Officer
Mepal Parish Council**

10 August 2021

B Rollason

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**Brian Rollason
Chairman
Mepal Parish Council**

Appendix 1

Temporary Scheme of Delegation

Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
5. In an emergency the Proper Officer is empowered to carry out any function of the Council
6. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

Delegation to The Proper Officer

7. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions recommend to them by the relevant Committee, Working Group or Full Council
8. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
9. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee, Working Group or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972, and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

Full Council matters

10. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
 - To appoint the Chairman and Vice-Chairman in May each year
 - To sign off the Governance Statement by 30 June each year
 - To set the Precept
 - To appoint the Head of Paid Service (Clerk)
 - To make byelaws
 - To borrow money
 - To consider any matter required by law to be considered by Council