



WAKES COLNE PARISH COUNCIL

YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

www.e-voice.org.uk/wakescolne/

28TH MAY 2020

DUE TO THE CORONAVIRUS AND GOVERNMENT ADVICE THIS VIRTUAL MEETING WILL BE HELD BY **MICROSOFT TEAMS**
ITEM 20/100 ON THE AGENDA - THE PRESS AND PUBLIC ARE INVITED TO CONTACT/SEND COMMENTS TO THE PARISH CLERK OR IF YOU
WOULD LIKE TO ATTEND PLEASE SEND YOUR E-MAIL ADDRESS TO THE CLERK

DEAR COUNCILLOR

YOU ARE **SUMMONED** TO ATTEND THE FORTHCOMING VIRTUAL PARISH COUNCIL MEETING, OF WAKES COLNE PARISH COUNCIL AT
7.15 P.M. ON WEDNESDAY 3RD JUNE 2020 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE
AGENDA.

DIANE JACOB
CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
20/098	All Members	Welcome & Apologies of Absence. Members are reminded that the LGA1972, s85 states that apologies for absence must be received prior to a meeting.	Decision
20/099	All Members	Declaration of Interests. To receive any disclosable pecuniary interests or non-pecuniary interests, or interests relating to items on the agenda. Members of the council are subject to the Local Authorities Code of Conduct as adopted in May 2019.	Decision
20/100	All Members	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. Councillors are no longer permitted to make representation in the Public Forum if they have Disclosable Pecuniary Interests and /or other Pecuniary Interests on any items on the agenda as stated in the adopted Code of Conduct. The maximum time allowed for the public to participate, as stated in the Wakes Colne Parish Council Standing Orders, is 15 minutes in total with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate and adjourns the meeting.	Information
20/101	All Members	Ward and County Councillors to address the members if present. Ward Councillor, County Councillor	Information
20/102	All Members	Minutes. Item 1. To confirm the minutes of the Annual Parish Council Meeting held on 6 th May 2020. Item 2. To confirm the minutes of the Parish Council meeting held on 6 th May 2020.	Decision
20/103	All Members	Planning Matters. TO CONSIDER ANY APPLICATIONS RECEIVED	Decision
20/104	All Members	Accounts 2019/20. Item 1 - Internal Auditors Report. Item 2 - Certificate of Exemption - To confirm that Wakes Colne Parish Council have certified themselves as exempt as the gross income or gross expenditure did not exceed £25,000 in the year ended 31 March 2020.	Decision

		<p>Item 3 – Clerk to confirm reclaim for VAT 2019/2020.</p> <p>Item 4 – Approval of Annual Governance Statement for 2019/2020 prior to submission to the Audit Commission.</p> <p>1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.</p> <p>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p> <p>3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.</p> <p>4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.</p> <p>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p> <p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p> <p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p> <p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have financial impact on this authority and, where appropriate, have included them in the accounting Chairman and Clerk to sign.</p> <p>Item 5 - Approval of Accounting Statements for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <p>Item 6 –Year End Bank Reconciliation for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign</p> <p>Item 7 - To sign off the accounts for 2019/2020, Chairman and Clerk to sign.</p> <p>Item 8 – To confirm the notice of public rights and publications of annual governance and accountability return will be displayed between 15th June 2020 - 24th July 2020.</p>																																					
20/105	All Members	<p>Financial Matters.</p> <p>1) Financial Statement for May/June (Items to be approved for payment and signed as per payment schedule).</p> <table border="1"> <thead> <tr> <th></th> <th>CHEQUE No.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>EE (for calls made in April)</td> <td>DD</td> <td>22.74</td> </tr> <tr> <td>Chappel Parish Council Minute No. 19/208 Item 1 (Grant for playground equipment maintenance)</td> <td>101215</td> <td>500.00</td> </tr> <tr> <td>Chappel & Wakes Colne Village Hall Minute No. 19/208 Item 2 (Grant for timber fencing between car park and steep change in level to the hall.</td> <td>101216</td> <td>200.00</td> </tr> <tr> <td>D. Jacob (Salary for May)</td> <td>SO</td> <td>500.00</td> </tr> <tr> <td>Adjustment for D. Jacob (salary adjustment for May)</td> <td>101217</td> <td>16.06</td> </tr> <tr> <td>HM Revenue & Customs (for May)</td> <td>101205</td> <td>2.00</td> </tr> <tr> <td>Essex Pension Fund (for May)</td> <td>SO</td> <td>140.00</td> </tr> <tr> <td>Adjustment for Essex Pension Fund (for May)</td> <td>101206</td> <td>13.21</td> </tr> <tr> <td>M.C. Relland (Painting phone boxes & bus shelters)</td> <td>101218</td> <td>485.00</td> </tr> <tr> <td>D. Jacob (Expenses for May 2020)</td> <td>101219</td> <td>44.14</td> </tr> <tr> <td>Dove Support Inv. No. 1125 & 1135</td> <td>101221</td> <td>108.00</td> </tr> </tbody> </table> <p>2) MONTHLY BUDGET STATEMENT.</p>		CHEQUE No.	TOTAL	EE (for calls made in April)	DD	22.74	Chappel Parish Council Minute No. 19/208 Item 1 (Grant for playground equipment maintenance)	101215	500.00	Chappel & Wakes Colne Village Hall Minute No. 19/208 Item 2 (Grant for timber fencing between car park and steep change in level to the hall.	101216	200.00	D. Jacob (Salary for May)	SO	500.00	Adjustment for D. Jacob (salary adjustment for May)	101217	16.06	HM Revenue & Customs (for May)	101205	2.00	Essex Pension Fund (for May)	SO	140.00	Adjustment for Essex Pension Fund (for May)	101206	13.21	M.C. Relland (Painting phone boxes & bus shelters)	101218	485.00	D. Jacob (Expenses for May 2020)	101219	44.14	Dove Support Inv. No. 1125 & 1135	101221	108.00	Decision
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20/106	All Members	<p>Salt Bag Partnership 2020/2021.</p> <p>To consider if the Parish Council would like to take part in the scheme.</p>	Decision																																				
20/107	All Members	<p>Finger Posts.</p> <p>Wakes Colne Parish Council to carry out a visual survey in the Parish to ascertain the condition of Directional finger posts and take the matter forward to the appropriate authority for action.</p>	Decision																																				
20/108	Clerk	<p>Clerk’s Report.</p>	Information																																				
20/109	All Members	<p>Date of Next Meeting.</p> <p>Parish Council meeting 1st July 2020 at 7.15pm.</p>	Information																																				

THIS NOTICE WAS ISSUED BY:

MRS DIANE JACOB

CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

WAKES COLNE PARISH COUNCIL

5 CROCKLANDS, GREENSTEAD GREEN, HALSTEAD, ESSEX, CO9 1QY TEL: 07508787869 E-MAIL: PARISHCLERK@WAKESCOLNE.ORG