

Garthorpe and Coston Parish Council

The Clerk: Carol Robinson
Mill House,
Wymondham Road,
Garthorpe
LE14 2SJ

Tel nos. 01572 787559 or 07957 485230

Parish Council Meeting

19:30 on 23rd July 2020

Venue: Conference Call

Present: Councillors H Chubb (HC); D Robinson (DR) (Chair); Sharon Masters (SM); Sue McGrath (SMc); Clerk: C Robinson (CR)

Absence - J Wallace (JW)

Attendees - None

Minutes

1. Apologies for absence
2. Declarations of interest
3. Minutes of the meeting – 16th April 2020
4. Approval to Pay PFK Littlejohn - £96
5. Approval of extension of audit date to 31st August 2020
6. Registration with HMRC
7. Engagement of a payroll services provider
8. AOB

1. Apologies for absence - JW - it was noted that we were all very sad to hear about Jackie's husband passing and hence her absence from this evening's meeting.

2. Declaration of Interest - None

3. Minutes of the meeting 16th April:

a. A request was made to update the section re Jeremy Fieldhouse-Allen's clerk payment, to clarify that extensive discussions were held by the PC regarding this payment. The conclusion was reached that, given the council

had previously agreed that JFA had met the PC's compliance standards, such payment ought to be made. It was also noted that, despite the subsequent revelations that there was still outstanding work to be done in this area, the PC had accepted JFA's assertions in good faith, based on their understanding that he was a suitably qualified and experienced clerk. Further information relating to this decision can be found in the investigation conducted by DR.

b. Also, a request was made to update section 5 of the previous minutes, regarding payment of other outstanding costs, and the PC's approval of such payments.

c. The updated minutes will go to the next meeting for final approval.

4. Approval to pay the PFK Littlejohn invoice for £96 due to late submission of last year's Exemption Certificate was granted by the PC.

5. Approval of the extension of the AGAR audit date to 31st August 2020 was granted by the PC. CR explained the process of the AGAR submission which starts with an internal audit of the PC. This will provide us with a checklist of outstanding requirements for compliance. CR proposed that we engage LRALC to conduct our internal audit, which was approved by the PC. The cost for this CR understands to be £95. LRALC have quoted a cost of £20/hr for their Deputy Chief Executive, who is a highly qualified ex-clerk and has been advising CR to date. CR will perform as much of this work as possible to minimise the cost to the PC. The extent of the work required will be known once the internal audit has been completed. The results of the Internal Audit will be shared with the estimated costs to the PC for their approval.

6. Registration with HMRC - CR explained that the clerk is required be paid within HMRC requirements. The Parish Council has now been registered with HMRC.

7. Engagement of a payroll services provider - CR explained that the clerk required a payslip and, hence, a payroll provider. The LRALC have suggested a service provider, Sheila McCudden of TP Jones and Co LLP Chartered Certified Accountants, used by other PCs, at a cost £79.20 incl. VAT per annum, paid quarterly, and this was approved by the PC.

8. AOB

a) It was decided that our next meeting would be held at Buckminster Village Hall.

b) CR mentioned that there are new "Website Accessibility" requirements that need to be met by 23/09/20 - Mark at Narke Design has been e-

mailed as to what this entails and the estimated cost for making us compliant, if not part of the annual website hosting contract.

- c) CR mentioned the need for a pdf converter, to work with PC documentation and load documents onto the website. She will present a proposal and cost to the next PC meeting
- d) CR mentioned that her hours to date to complete the work since starting in January 2020 have exceeded the assumption of 1 hr per week (52hrs per annum) and have almost reached the annual budgeted for level already. CR requested that once the payroll provider was in place, her salary to date should be paid. All hours have been logged as required. CR also reported that she will support the PC through to compliance and then would like to hand over to a qualified clerk, as the role requires more time than was expected.

Next Meeting - 19/08/2020

C Robinson

Clerk to Garthorpe and Coston Parish Council