

**MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL HELD
ON
21 AUGUST 2020 AT 6.30 p.m. BY VIDEO CONFERENCE**

Those present: Councillor Belinda Bulsing, Councillor Stephen Rowe and Councillor Esther Thornton.

1. **Apologies and note of Absences.** Apologies were received from Councillor Malcolm Owers and his absence was approved. Councillor Stephen Rowe was elected as chairman for the meeting.
2. **To receive any Declarations of Interest, Pecuniary and Non-Pecuniary.**
None received.
3. **To consider and agree the Minutes of Parish Council Meeting - 1st July 2020.** Councillors voted to accept the resolution to approve the Minutes. The Minutes were approved as a true and correct record.
4. **Public participation session -** There were no issues raised by members of the public.
5. **To review internal audit report -** The Councillors considered in detail the internal audit report and, in particular, noted the action points. It was also noted that several of the comments/recommendations forming part of the report had been resolved at the Council's meeting on 10 June 2020. The Councillors agreed to incorporate the comments into the parish council's governance arrangements.
6. **To amend Section 2 - Accounting Statements 2019/2020 -** The Councillors reviewed the slightly updated statement. Councillor Esther Thornton proposed and Councillor Stephen Rowe seconded the motion for the re-approval of the Section 2 - Accounting Statements 2019/2020. It was duly signed by the Chairman of the meeting.
7. **To amend Standing Orders of the Parish Council as per NALC advice -** The Councillors considered the advice received from NALC on 8 July 2020. The Councillors agreed to review and resolved to amend the Council's Standing Orders in line with the latest version of the model standing orders reflecting the most recent financial controls and procurement thresholds.
8. **To review bank mandates -** Because of the social distancing/lockdown measures in place the Councillors have been unable to visit in person the Bank's branch. The Councillors agreed to have this item deferred to the Council's next meeting.
9. **To review Financial Statements -** The Councillors reviewed the latest financial information available and considered the most up to date balances. The Councillors confirmed the remaining budget balance as £2518.39. The Councillors also noted £4607.30 as the balance in the Barclays Business Community Account and £1,053.92 as the balance in

S. Rowe.

21st Dec 2020

the Barclays Business Premium Account as at 18 August 2020. Councillor Stephen Rowe (Chair) signed the Financial Statement as approved.

10. To consider requests for payment - None.

11. Casual Vacancy. The Councillors noted the position.

12. Report by parish clerks - The Councillors agreed to follow up on earlier correspondence with MSDC relating to the Stonham Barns developments and with SCC relating to highway safety issues.

13. To discuss Annual Meeting of the Parish Council - The Councillors considered the latest advice from NALC and in line with the latest guidance noted that because of the Covid-19 situation there was no requirement to hold one.

14. Any other business - None

15. Date and time of next meeting. 21st December 2020 at 6.30 p.m.

The meeting closed at 7.36 p.m.

S. Rowe

21st Dec 2020