

Chesterton Parish Council
Minutes of the Designated Committee Meeting (via Microsoft Teams)
Wednesday, 1st April 2020, 2pm

In Attendance: Philip Clarke (Chair)
Fiona Rowe (Vice Chair)
Mike White (Finance Officer)
Andrew Thomas (Councillor)
Jackie Williams, (Clerk)

Decisions made

1. Cricket Club Subscriptions cheque to be paid in early April **(MW)**.
2. Parish Council Minutes of 3rd March 2020 - unanimously approved on behalf of the PC.
3. Finance Meeting Minutes of 13th March 2020 - unanimously approved on behalf of the PC.
 - Christine Muddiman removed as signatory **(MW)**
 - Andrew Thomas to become replacement signatory and pursue with bank. **(AT)**
 - Mechanism of future DDR payments and electronic salary payments duly authorised.
 - Asset Register – mechanism to reduce down asset values as required, duly agreed.
4. Finance Regulations – revisions were approved on behalf of the PC. JW to circulate to full PC. **(JW)**
5. Internet Banking Signatories – following decisions unanimously agreed:-
 - Philip Clarke to be primary signatory, and to pursue paperwork with bank. **(PJC)**
 - FR and AT to become second and third signatories in due course.
 - Andrew Thomas to act as second ‘payment inputter’ in Mike White’s absence.
6. Transfer of role of Responsible Finance Officer from the Clerk to the Finance Officer due to nature of role and current responsibilities – Proposed by Andrew Thomas and seconded by Fiona Rowe. Unanimous agreement.
7. Green Scythe to continue with current grounds maintenance contract, provided compliance with Government instructions is met -Proposed by Fiona Rowe, seconded by Andrew Thomas. Unanimous agreement. **(JW)**

Other Matters

8. MW still to produce and circulate monthly Finance Reports. JW to post on website. **(MW + JW)**
9. JW to investigate cost of large, floor-fitted safe in Community Centre Office. **(JW)**
10. MW to provide PJC with sealed envelope containing necessary PIN and Password details. **(MW)**
11. JW to purchase latest copy of ‘Governance & Accountability for Local Councils – A Practitioner’s Guide (England) **(JW)**

12. All councillors present confirmed the necessary firewall/antivirus software installed on relevant equipment.
13. Standing Orders Revision – Clerk to email current version to FR and PJC for joint review/amendment and subsequent approval by full Committee in April. **(JW)**
14. New Website - Clerk to provide progress update at next meeting (to involve AT). **(JW)**
15. Policies – Clerk to provide update on current status in May ref future actions. **(JW)**
16. Status of ongoing village speed reduction consultations – JW to pursue via Ian Corkin **(JW)**
17. Bicester Hotel Golf & Spa planning application – Chair to pursue with James Kirkham **(PJC)**
18. Internal Audit Update – Clerk to email P Hood to ascertain current situation. **(JW)**
19. Clerk to pursue return of 20/21 Allotment Tenancy Agreements and payments as normal. **(JW)**
20. Annual Parish Meeting – Clerk to pursue written reports as normal, to be included on website in the event of a meeting not taking place. **(JW)**
21. The remaining list of ongoing matters currently on hold due to the current Covid-19 situation was agreed, to be revisited at next meeting.
22. Date of next meeting – tba.

The meeting closed at 3.15pm.