

Chesterton Parish Council
Minutes of the Designated Committee Meeting (via Microsoft Teams)
Thursday, 23rd April 2020, 10am

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

48. Minutes of 16th April 2020 – Unanimously agreed.
49. Pavilion Maintenance Payment Apr-Sept 2020: Clerk to respond to Pavilion Committee that maintenance payments should continue as normal. Any potential changes to the normal payment schedule should in future be discussed with the Parish Council in the first instance. **(JW)**
50. Bank Signatory Progress: Primary Signatory: PJC to chase Barclays if no response received within a week. **(PJC)** 'Second Payment Inputter' (in Mike White's absence): PJC and FR to sign forms. AT to forward them on to Barclays. **(PJC/FR/AT)**
51. Internal/External Audit Progress:- (MW/JW)
- Internal Audit Report+ AGAR – received. **(MW)**
 - External Audit/Year End – on schedule for timely completion **(MW)**
 - Internal Auditor – MW to investigate **(MW)**
 - CTRS Funding Reduction – Explanation received that CDC grant to be completely phased out by end 20/21.
52. Covid-19 Funding Update (JW/AT)
- CDC Councillor Priority Fund Request granted in full. Order Printer + lanyards **(JW/FR)**
 - OCF Funding Update – PJC+AT to finalise details. £1,200 grant to be requested **(AT/PJC)**
 - Ringfenced Emergency Volunteer Fund – MW to contact Barclays for info. **(MW)**
 - Loss of Earnings from Community Centre – Clerk to invite Cllr Corkin to next meeting **(JW)**
53. Asset Register Progress (MW/ALL)
- Missing Costs – MW found all. Depreciation exercise to wait a further year.
 - Safe Purchase – Unanimous agreement to purchase large spec safe. **(JW)**
 - Printer Purchase – Unanimous agreement to purchase specified printer **(JW)**
54. CIO/Trustees 'Zoom' Meeting Report (PJC/FR): A report of the meeting was received, including offer received from James Sullivan to complete Community Centre floor replacement in stages, commencing with hall floor and associated storage rooms.
55. Status re Deeds etc – Village Hall/Pavilion/Playing Fields/Community Centre: Papers being accumulated and sorted ready for safe storage. **(MW)** Clerk to write to solicitors for details of all records they currently hold on Parish Council's behalf. **(JW)**

56. NALC Covid-19 Financial Impact Survey – Deadline 24/4/20): PJC to complete **(PJC)**
Note: Digital Storage to be investigated for future use **(AT?)**.
57. Parish Councillor Vacancies: Clerk to write to resident. **(JW)**
58. Offer of Virtual Meeting with Cllr Ian Corkin: Clerk to invite Cllr Corkin to next Designated Committee 'Teams' meeting. **(JW)**
59. Village Ban on Bonfires during lock down period: In line with Govt recommendations this instruction to be included on next weekly flyer. **(FR)**
60. VE75 Day Celebrations 8th May – Ian Corkin Bunting Suggestion: Clerk to purchase appropriate bunting for village greens + Community Centre; Check The Red Cow Pub has bunting and post notice with link on Facebook. Fiona to add details to flyer via clerk. **(JW/FR)**
61. Date of Next Meeting: Thursday, 30th April 2020 at 10am (via 'Teams')

The meeting closed at 11.15am.