**Brent Pelham and Meesden Parish Council**

**MINUTE OF EXTRAORDINARY MEETING of**

**BRENT PELHAM & MEESDEN PARISH COUNCIL**

**Thursday 14th May 2020**

**VENUE: By Video Conference**

**PRESENT:**

Trevor Hughes (**TH**) Councillor and Chairman

Wilf Dimsdale (**WD**) Councillor

Ted Barclay (**TB**) Councillor and Vice Chairman

Steve Murphy (**SM**) Councillor

Sarah Wotton-Ramsay (**SWR**) Councillor

Kate Hinch (**KH**) Councillor

**In Attendance:** Ken Newstead (**KN**) - Clerk

**Minute Item Action**

**Year.Month.Item**

**20.05.01 Welcome and Apologies for Absence**

The Chairman welcomed the Parish Councillors to this extraordinary meeting of the **Annual Governance and Accountability Return** being held by video conferencing due to the recent Corona virus pandemic.

**20.05.02 Minutes of Previous Meeting**

No previous minutes were examined as the sole purpose of this meeting is to review the **Annual Governance and Accountability Return** that needs to be submitted to Government authorities before July 2020

**20.05.03 Review Previous Actions Not Covered Elsewhere**

None

**20.05.04 Planning (Applications)**

None reviewed at this meeting

**20.05.05 Highways**

Not reviewed at this meeting

**20.05.06 Finance**

**Accounts**

The Clerk had presented the 2019/20 Year End finance report by email prior to the meeting. Copies of the Annual Return, Bank Statements, Bank Reconciliation report, Variation report and Public Notification documents were also sent by email to all Councillors prior to this meeting. The Councillors all agreed that they had sufficient time to read all the documents presented.

The Clerk explained the purpose of each document. The Clerk explained all the detail within each document and welcomed any questions. There were no questions raised.

Acceptance of the Year End accounts was proposed by SWR and seconded by TB with no objections. A copy of the report is to be signed by the Chair and returned to the Clerk so that this copy can be sent to the Government auditors.

**Proposals for Payment**

Donation of £350 each from the New Homes Bonus to both Brent Pelham and Meesden Churches for maintenance costs of the external gardens. Proposed by TH, Seconded by SM and approved by all.

**20.05.07 Defibrillator & VETS**

Not reviewed at this meeting

**20.05.08 Repairs and Maintenance**

Not reviewed at this meeting

**20.05.09 AOB**

None

**20.05.10 Date of Next Meetings**

The next Parish Council meetings is the Annual General Meeting (AGM), which subject to **pandemic restrictions permitting** is to be held on:

**Thursday 17th September 2020, 7:30 pm at Brent Pelham Village Hall**

**The meeting concluded at 5:30 pm**

Minutes approved by: .............................................................

PC Title: .....................................................................................

Signed: .......................................................................................

Date: ...........................................