

THE IVERS PARISH COUNCIL

5th January 2020

To all Members of the PARISH COUNCIL

You are hereby summoned to attend the **Parish Council meeting of The Ivers Parish Council** to be held on Monday 11th January, 2021 commencing at 6.00pm. This meeting will be held by Zoom Video Conference for the purpose of transacting the following business.

Instructions for joining the Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/85241062772?pwd=R1IRaXdanKdlcUljU3g0VDIBemlDdz09>

Meeting ID: 852 4106 2772

Passcode: 974923

Find your local number: <https://us02web.zoom.us/u/kdz6YTbjk1>

Stephanie Bennett

Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

- a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
- b. To receive any written requests for dispensations for disclosable pecuniary interests;
- c. To grant any requests for dispensation as appropriate.

3. PUBLIC PARTICIPATION

An Open Session will be held for members of the public who may ask questions or submit comments about agenda items/parish council matters. Parish Councillors may also make comment at this time. If there is a representative from Thames Valley Police, and/or a Buckinghamshire Council Member in attendance, there will be an opportunity for them to report on any relevant matter or ask/answer questions. Each person speaking will usually be limited to three minutes. Duration of this part of the meeting usually to be no longer than fifteen minutes.

4. MINUTES

To consider and approve the minutes of the meetings held on 2nd November, 2020. See Appendix 1.

5. CHAIRMAN'S ANNOUNCEMENTS

6. COMMITTEE MINUTES

- a. To receive the minutes of the Policy and Finance Committee meeting of 25th November 2020. See Appendix 2
- b. To receive the minutes of the Amenities Committee meeting of 18th November 2020. See Appendix 3

- c. To receive the minutes of the Planning Committee meeting of 10th November 2020 and 8th December 2020. See Appendices 4 and 5
- d. To receive the minutes of the Highways and Infrastructure Committee meeting of 4th November 2020. See Appendix 6

7. MEMBER REPORTS EXTERNAL BODIES

To receive member reports on activities of external bodies

8. FINANCE

- a. To receive the overall budget report for the Council. See Appendix 7
- b. To receive the payments over £500 for Quarter 3. See Appendix 8 late report
- c. To receive the schedule of payments for October, November and December 2020. Appendix 9 late report
- d. To note the reconciliation of the banking statements up to 30 November 2020

Recommendations from budget report:

- 13.1 The schedule of fees and charges is agreed with direction that burial fees and charges be implemented in line with those of Bucks Council;
- 13.2 The proposed 2021 – 2022 budgets for Amenities, Policy, General Purposes and Finance, and Highways and Infrastructure Committees be agreed;
- 13.3 The Council continues the delegated authority to officers to remove any play equipment that reaches end of life and/or is condemned;
- 13.4 The Council notes the risks highlighted in section 8 and the outstanding budget related decisions highlighted in section 9;
- 13.5 The Council continues to provide free Hub accommodation to Citizens Advice Bureau and Housing Association drop in sessions;
- 13.6 The Council instructs officers to actively seek opportunities for increasing income of the Council.
- 13.7 Underspend for 2020 – 2021 be allocated to General Reserves except Elections funds to be moved to EMR;
- 13.8 The refunds as detailed in 11.2 be agreed
- 13.9 Allocate £1700 from 2019-2020 outturn to a renamed Ear Marked Reserve of Hub and Office Equipment.
- 13.10 The Council sets a precept of £612,585 which is a reduction of 0.25%

9. GOVERNANCE STRUCTURE

To consider the report of the Clerk. See Appendix 10, 10A and 10B.

Recommendations:

- 5.1 Consider and agree the terms of reference
- 5.2 Commence the new structure with immediate effect with a Facilities and Events Committee to be held before the end of January and an Open Spaces and Highways Committee to be held as per schedule at end of January
- 5.3 Consider the membership of committees, adjust and agree
- 5.4 Review the structure in April 2021 with recommendation to be given to the incoming Council

10. FINANCE REGULATIONS

To consider the report of the Clerk and the review of finance regulations. See Appendix 11 and 11A

Recommendations:

- 7.1 Agrees the revised Financial Regulations that include an Internal Control Process and a Cash Handling and Banking Procedure and Policy
- 7.2 Appoints a councillor to undertake bank reconciliation checks on a monthly basis with a read only access to the council's accounts software
- 7.3 Appoints a councillor to undertake account change checks for suppliers
- 7.4 Reviews the bank signatories

11. EXTERNAL AUDIT

To receive the Notice of Conclusion of Audit and Section 3 of the Annual Governance and Accountability Return 2019 – 2020. See Appendix 12

12. COMMUNICATIONS

To consider and agree the information to draw to the attention of the community

