

# SMEETON WESTERBY PARISH COUNCIL

[www.smeetonwesterbypc.org.uk](http://www.smeetonwesterbypc.org.uk)

## **Minutes of the Parish Council meeting held on Zoom (Virtual Meeting) due to Coronavirus on Wednesday 16<sup>th</sup> September 2020**

In line with government requirements to reduce the transmission of COVID-19  
Legislation has been made to enable local council meeting to be held by  
remote attendance

Councillors present:  
Cllr: Richard Clarke (Chairman)  
Cllr. Michael Vickers,  
Cllr. David Brierley (part)  
Cllr. Michael Coltman  
Cllr. Mark Chapman

Also, in attendance Sara Barrett (Clerk)

### **1. Apologies for absence**

None received

### **2. Public participation in respect of items on the agenda**

No public participation

### **3. Declaration of Interest**

None received.

### **4. To approve the minutes of the meeting held on 27<sup>th</sup> May 2020**

The minutes were approved without amendments. The Chairman will  
authorize these at a later date

### **5. Summer Allotment Inspection and Minutes**

The Allotment minutes were approved without amendments. These will be  
authorized at a later date by the chairman.

The clerk has received a letter regarding the keeping of chickens at the allot-  
ments it was agreed by all the Councillors that this will not be allowed. They  
asked the clerk to write to the resident informing them of their decision

## **Finance and Administration**

### **1. Approval of Bank Reconciliation**

This was approved and will be signed by the Chairman at a later date.

### **2. Approval of invoices paid between meetings.**

The following invoices were paid between the Parish Council meetings

15<sup>th</sup> June 2020 – 15<sup>th</sup> September 2020

Ireland & Co – Internal Audit (100553) £300.00

Autela Payroll – Payroll (100554) £71.67

Leicestershire Gardens – June/July/August Mow (100555) £70.00

Sara Barrett – July/August Pay (100556) £279.66

### **3. Review Internal Audit**

Councillors reviewed the Internal Auditors report and discussed.

A quarterly statement of receipts/payments will be prepared by the clerk.

Financial regulations, standing orders and risk assessment will be brought up to date in the December meeting.

### **4. Date and time of next meeting**

The next Parish Council meeting will be on Wednesday 9<sup>th</sup> December 2020

Meeting Closed 7.40 pm