

**BLABY PARISH COUNCIL**  
**MEETING OF THE PARISH COUNCIL**  
**To be held in virtual Meeting by Zoom at 7.30pm on**  
**Tuesday, 7<sup>th</sup> July 2020**

**PRESENT:** Mrs S Skeemer (Chairman),  
Mr P Akroyd, Ms J Bellm, Mrs M Broomhead, Mr A Gullick, Mr M Harbot, Mr G Harding,  
Mrs S McFadden, Mr P Muton, Miss M Small, Mr Wareham, Miss L Withers (Assistant  
Manager), Mrs V Jepson (Manager) & 0 Parishioners.

1259 **1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Ms L Bolton the reasons for which are approved.

1260 **2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT**

The following disclosures of interests were made:-

Mrs M Broomhead	Burial Rights	Personal
Mr G Harding	Burial Rights	Personal
Mrs S Skeemer	Burial Rights	Personal
Mr P Muton	Burial Rights	Personal
Ms M Small	Burial Rights	Personal

1261 **3. MINUTES**

**a) To Receive, Approve & Sign the Minutes of the Meeting held on the 9<sup>th</sup> June 2020**

The minutes of the meeting held on the 9<sup>th</sup> June 2020, were considered for accuracy and agreed to be a true record. Proposed by Cllr. Mr M Wareham seconded by Cllr. Mrs M Broomhead and passed unanimously.

**RESOLVED:** The Chairman signed the minutes of the 9<sup>th</sup> June 2020, as approved, as a true and correct record.

**b) To Receive & Adopt Committee Minutes held during June 2020:-**

All Members were issued with a copy of the following minutes:

• **Planning – 9<sup>th</sup> June 2020**

The minutes of the Planning committee meeting held on 9<sup>th</sup> June 2020 were considered for accuracy and agreed to be a true record by members of the Planning committee. Proposed by Cllr. Mr G Harding seconded by Cllr. Ms J Bellm and passed unanimously.

• **Staff, Policy & Finance – 16<sup>th</sup> June 2020**

The minutes of the Staff, Policy & Finance committee meeting held on 16<sup>th</sup> June 2020 were considered for accuracy and agreed to be a true record by members of the Staff, Policy & Finance committee. Proposed by Cllr. Ms Julie Bellm seconded by Cllr. Mrs M Broomhead and passed unanimously.

• **Estates & Community – 23<sup>rd</sup> June 2020**

The minutes of the Estates & Community committee meeting held on the 23<sup>rd</sup> June 2020 were considered for accuracy and agreed to be a true record by

members of the Estates & Community committee. Proposed by Cllr. Mr P Muton seconded by Cllr. Mrs S McFadden and passed unanimously.

1262 **4. TO CONSIDER AUDIT 2019/20:-**

**a) To Receive Year End Accounts – 31<sup>st</sup> March 2020**

All members received a copy of the 31<sup>st</sup> March 2020 Year End accounts.

The reports show the following items:-

- Balance sheet at 31<sup>st</sup> March 2020
- Income & Expenditure Account for the year ended 31<sup>st</sup> March 2020
- Bank Reconciliation Statement at 31<sup>st</sup> March 2020

**RESOLVED:** The Chairman and Manager signed the year-end balance sheet at 31<sup>st</sup> March 2020.

**b) Risk Register – Review Checklist**

Members considered the contents of the Risk Register – Review Checklist, this document is required as part of our audit assessment.

**AGREED:** Members were happy with the document and did not wish to make any amendments.

**c) To Consider Council Funds**

Members considered the Councils earmarked reserves as at 1<sup>st</sup> April 2020: -

<u>Description</u>	<u>Funds Available At 1<sup>st</sup> April 2020</u>
General Reserves	£118,291
Cemetery Development	£55,375
Town Centre Improvements	£15,000
Christmas Lights	£7,493
Allotments	£8,722
Open Spaces	£10,000
Blaby Civic Centre	£11,834
New & Replacement Equipment	£31,609
Oakfield Park Changing Rooms	£11,684
Purchase of Land	£75,352
Vehicle Replacement	£25,000
Parks – Play Equipment	£15,000
Northfield Park Play Equipment	£30,000
Parks & Maintenance	£88,030
<b><u>Total General Reserves and Ear Marked Reserves</u></b>	<b><u>£503,389</u></b>

**AGREED:** Members are happy with the earmarked reserves and do not wish for any transfers to be made.

**d) Receive the Internal Auditor’s Report of the 24<sup>th</sup> June 2020**

All members are in receipt of the Internal Auditor’s report dated 24<sup>th</sup> June 2020, which states the following internal controls have been considered: -

The Council is asked to consider this report as part of its annual review of the effectiveness of its internal audit procedures”.

- Proper Bookkeeping
- Standing Orders & Financial Regulations & Payment Controls
- Risk Management Arrangements
- Budgetary Controls
- Income Controls
- Petty Cash Procedures
- Payroll Controls
- Asset Controls
- Bank Reconciliation
- Year End Procedures

**RESOLVED:** Pay Mr Shaw, Internal Auditor a total of £143.00 for carrying out Blaby Parish Councils internal audit for the 2019/20 financial year.

**AGREED:** Add the Civic Centre value to the Staff, Policy & Finance committee agenda for consideration.

**e) Appointment of Internal Auditor for the 2020/21 Financial Year**

All members considered if they wish to continue to use the Parish Council’s existing internal auditor for 2020/21 at a cost of £22.00 per hour, with the addition of travel expenses and the completion of necessary paperwork.

**RESOLVED:** Appoint Mr Shaw at a cost of £22.00 to carry out the Internal audit for the 2020/21 Financial Year.

A letter of engagement is to be sent and is to confirm Internal Audit will be carried out in accordance with the Governance and Accountability for Local Councils – a Practitioner’s Guide 2014 (England), in particular with regard to paragraph 2.74.

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**5. To Consider Audit 2019/20 – Section 1**

Completion of the Annual Governance Statement - Section 1.

All members were in receipt of the Annual Return for the Year Ended 31<sup>st</sup> March 2020.

**RESOLVED:** Blaby Parish Council acknowledges its responsibility for the preparation of the statement of accounts and for the Council’s internal controls and confirm that to the best of its knowledge and belief, with respect to the Council’s statement of accounts for the year ended 31<sup>st</sup> March 2020 in section 1, that;

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. **YES**

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. **YES**

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. **YES**
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. **YES**
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. **YES**
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. **YES**
7. We took appropriate action on all matters raised in reports from Internal and external audit. **YES**
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements. **YES**
9. Trust Funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. **N/A**

**RESOLVED:** The Chairman and Manager are to sign Section 1 of the Annual Return for the Year Ending 31<sup>st</sup> March 2020.

1264 **6. To Consider Audit 2019/20 – Section 2**

Completion of the Annual Governance Statement - Section 2.

**RESOLVED:** Blaby Parish Council acknowledges that the year ended 31<sup>st</sup> March 2020 the accounting statements in the annual return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be for the year ended 31<sup>st</sup> March 2020 in section 2.

**RESOLVED:** The Chairman and Manager are to sign Section 2 of the Annual Return for the Year Ending 31<sup>st</sup> March 2020.

**RESOLVED:** The Annual Governance Statement, approved by Council, is to be submitted for Audit.

1265 **7. FOR DECISION**

**a) To Report Update on Blaby Civic Centre Loss of Room Hire Income.**

All members were issued with a breakdown of costs for the loss of income for the Civic Centre from the 1<sup>st</sup> March 2020 – 31<sup>st</sup> July 2020 totalling £15,709.40.

**b) To Consider Tenant Room Lease Fees**

The Civic Centre tenants had July's lease fees waived. Members considered if they wished to waive the lease fees for August.

**AGREED:** Members wish to waiver the fees for those not able to return to work during the month of August.

**c) To Consider the Local Council Award Scheme Application Form.**

All members were issued with a copy of the Parish Councils Local Council Award Scheme application form.

**AGREED:** Members are happy with the application form and wish for it to be submitted.

**d) To Consider the Risk Assessment for the Re-Opening of the Civic Centre.**

All members were issued with a copy of our proposed risk assessment for the re-opening of the Civic Centre.

**AGREED:** Members agreed that the Civic Centre should not re-open at present but the matter will be discussed at the next Full Council meeting on the 11<sup>th</sup> August 2020.

**AGREED:** Members are happy to adopt the risk assessment but wish to add in that the upstairs kitchen should remain open with a one in, one out policy and any persons displaying Covid-19 symptoms must get tested.

**e) To Consider the Risk Assessment for the Re-Opening of the Play Areas.  
Risk Assessment**

All members were issued with a copy of our proposed risk assessment for the re-opening of the Councils playgrounds and outdoor gyms along with government guidelines.

**AGREED:** Members are happy to adopt the risk assessment but do not feel that the Council can implement all government guidelines so wish to keep playgrounds closed at present. This will be reviewed at the next Estates and Community Committee meeting on Tuesday, 28<sup>th</sup> July 2020.

**f) To Consider the Running of the Councils Events & Social Events Working Party**

Members considered the Events / Funding Clerk vacancy and how they wish to proceed in the current climate.

**AGREED:** Members agreed not to recruit for the Events / Funding Clerk vacancy at present but will review the role in January 2021.

**AGREED:** Members wish for the Manager and Assistant Manager to pick up any of the events and funding workload and overtime will need to be recorded and paid accordingly.

**g) To Consider the 2020 Blaby Topic & Blaby Guide.**

A publication's working party meeting took place on Monday, 29<sup>th</sup> June 2020 where it was agreed the Blaby Guide should be produced in place of the Blaby Topic this year. Members considered what they would like to see included in the Blaby Guide.

**AGREED:** All members agreed to produce the Blaby Guide in place of the Blaby Topic this year. The publications party will meet in late July to decide what will feature in the Blaby Guide and will report back at the next full council meeting on Tuesday, 11<sup>th</sup> August 2020.

**h) To Consider Office 365 Backup.**

The Councils IT company have advised it would be beneficial for the Council to invest in Datto SaaS Backup, an online backup solution, which will protect the Councils computer systems from viruses and allows to easily retrieve deleted files. The cost of this would be £7.20 + VAT, per month for three accounts.

The IT company have also recommended the use of an Exclaimer feature. This renders the email signature to the correct format on every computer, so everyone uses the same council branding across all three computers. This also allows the same signature to be sent from mobile devices and any other email clients using our accounts with the same signature. The cost of this is £2.97 + VAT per month.

**RESOLVED:** Members are happy to approve the cost of £7.20 + VAT per month for the online backup system and £2.97 + VAT per month for the Exclaimer feature.

**i) To Consider Defibrillators in Blaby.**

Members were issued with correspondence from Heart Charity, asking if the Parish Council would like to access a grant of £200.00 towards the cost of a new defibrillator.

**AGREED:** Members would like to know the total cost and running costs of a defibrillator before making a decision. This matter is to be discussed further at the next full council meeting on Tuesday, 11<sup>th</sup> August 2020.

1266 **8. FOR INFORMATION**

**a) Cheque Rota.**

**RESOLVED:** Due to the council doing a virtual meeting if the accounts are approved the manager will sign the July cheques on behalf of the Parish Council.

**b) Written Reports of Representatives/District Councillors & County Councillors. – None.**

**c) Parishioners Time. – None.**

**d) Blaby Wall Plate Certificate**

Members have been issued with a certificate of completion from the company that replaced the wall plates in the village, and this can be used for insurance purposes.

1267 **9. AUTHORISATION OF THE COUNCIL'S ACCOUNT**

All members were issued with a copy of the July accounts.

**ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS**

Mr Kevin Shaw	£143.00	Internal Audit Fees – 2019/20.
Rialtas Business Solutions Ltd	£691.20	Accounts & Cemetery Computer Support, Licence & Maintenance.

**ACCOUNTS PAID UNDER STANDING ORDER 13C**

Blaby District Council	£536.00	July 2020 Rates – BCC – Ground Floor
Blaby District Council	£230.00	July 2020 Rates – Cemetery
Blaby District Council	£55.00	July 2020 Rates – Server Room
Blaby District Council	£254.00	July 2020 Rates – Acorn Room
Blaby District Council	£86.00	July 2020 Rates – Oakfield Park

**ACCOUNTS RECOMMENDED FOR PAYMENT**

Falon Nameplates Limited	£27.24	2 x Allotment Plot Markers
CSL Business Machines Ltd	£15.80	Photocopier Charges 22.05.20 – 24.06.20
CSL Business Machines Ltd	£246.00	Rental for photocopier 11.06.20 – 10.09.20

**COMMERCIAL CARD**

Cherry Lane Garden Centre	£67.29	Bedding Plants
Cherry Lane Garden Centre	£20.00	Compost for Bedding Plants
Hawgrips PlantsLtd	£175.00	Bedding Plants
Tesco	£78.22	Diesel for Red Van
Tesco	£81.05	Petrol for Mower
BMS Motorbitz Ltd	£14.99	Materials - Parks Maintenance
Jeff Hardware & DIY	£29.63	Materials - Parks & Cemetery
Hawgrips Plants Ltd	£42.20	Bedding Plants
Tesco	£58.29	Fuel - Belingo
Amazon	£37.28	Office Equipment
Amazon	£20.47	Batteries

**WAGES/EXPENSES MONTH 3**

Salaries: June 2020	£8,083.45
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**DIRECT DEBITS/STANDING ORDER/BACS**

LCC – Pensions – June 2020	£2,273.02
H M Revenue & Customs - PAYE/NI – June 2020	£2,370.16
Erud IT Ltd – 1 <sup>st</sup> July 2020	£221.36
Support Fee, Cloud Email Safeguard & Office 365 Premium	
DuraSport – Resurfacing at Oakfield Park – Additional Work	£954.00
Erud IT Ltd – Secure Server Wiping	£336.00
WaterPlus – Allotments – 01.03.2020 – 01.06.2020	£272.56
WaterPlus – Cemetery – 29.03.20 – 03.06.20	£51.35
Coleman Electrical Services	£550.00
Southern Electric – BCC Leicester Road - 02.02.20 – 01.05.20	£872.36
Southern Electric - Northfield Park Toilet Block - 31.01.20 – 12.05.20	£82.30
Southern Electric – Oakfield Park –Electricity (31.01.20 – 12.05.20)	£190.09
Miss Lauren Withers – Edmonds & Slatter Opticians	£33.00
ELAS Business Support – Employment Law - 31/07/2020	£146.40
Zoom Video Communications Inc. -24/6/20 – 23/7/20	£14.39
The Christmas Decorators – Wall Plate Fixings	£3,894.00

**RESOLVED:** The July accounts were agreed to be a true record. Proposed by Cllr. Mr M Wareham, seconded by Cllr. Mrs M Broomhead and passed unanimously.

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**10. CORRESPONDENCE:**

**All correspondence was issued to Members.**

**a) Blaby District Council**

- Climate Change Strategy 2020 – 2030

**AGREED:** Members would like to see an action plan for this document, who is responsible for it and who will be carrying out the proposed plan.

- Electric Vehicle Strategy

**AGREED:** Cllr Mr G Harding wishes to attend the virtual meeting on Tuesday, 21<sup>st</sup> July 2020 at 11am.

- Covid 19 Update – Parish Newsletter

**b) Leicestershire County Council**

- Coronavirus Update - 21

**c) Leicestershire Police**

- July 2020 - Newsletter

**d) Blaby & District Social Centre – Newsletter – Mid June 2020**

1269 **11. CORRESPONDENCE RECEIVED AFTER ISSUED OF AGENDA: FOR INFORMATION ONLY**

**a) Blaby Food Bank**

Members were issued with correspondence received from Cllr Mr Muton, regarding the Parish Council potentially starting their own food bank.

**AGREED:** Members agreed this is not something that the Parish Council would legally be able to provide but could enlist the help of Connect Blaby. The volunteers of connect Blaby will report on this at the next Estates and Community committee meeting on Tuesday, 28<sup>th</sup> July 2020.

**b) Physical Council Meetings**

Members were informed that the Government advises Parish Councils to continue meeting digitally and should a meeting need to take place physically, social distance measures must be adhered to.

**c) To Report Update on Tree Survey Reports**

Members were updated on the current situation of the Tree Survey Reports at the last Estates & Community committee meeting. The Manager has since met with Leicestershire County Council and has had another survey carried out. The committee agreed to give the Manager delegate powers should a new quote be provided.

Members are informed the new survey has been carried out free of charge and the revised cost for the works required is now £7,541.00 + VAT against the original cost of £6,589.00 + VAT (a difference of £952.00), this additional cost is being covered by Leicestershire County Council as an apology for the delay in the works being completed.

1270 **12. CHAIRMAN'S TIME**

Thank you all for attending.

**MEETING CLOSED: 8:44PM**