

## **MANCETTER PARISH COUNCIL**

**You are invited to the Parish Council Meeting  
to be held in Mancetter Memorial Hall on Tuesday 28th July 2020  
commencing at 7pm prompt.**

**Please confirm attendance with the Clerk prior to the meeting by emailing [parishclerk@mancetter.org.uk](mailto:parishclerk@mancetter.org.uk) or telephoning 01827 722552 so that Covid 19 risk assessment guidance can be explained.**

**Councillors and Members of the Public are asked to wait socially distanced outside in the car park prior to being shown to your seat.**

### **AGENDA**

1. Welcome and **Coronavirus risk assessment for meeting and venue.**
2. Chairman's request for anyone recording the meeting to make themselves known.
3. Apologies.
4. Notice of Interest.
5. **Public Question time of up to 15 minutes for Members of the Public to raise urgent issues.**

**It is strongly advised that queries or concerns are raised with the clerk outside of the meeting to minimise time spent within the building.**

6. Confirmation that Chair and Vice Chair remain in position until May 2021. (Item 12 of meeting 24<sup>th</sup> March 2020)
7. Minutes of the last meetings:
  - To formally sign the previously agreed draft minutes of the meeting held on 28<sup>th</sup> January 2020 and the email comments based upon the agenda of 24<sup>th</sup> March 2020. This email meeting was approved by WALC as it took place prior to the legislation allowing virtual meetings.
8. Matters Arising from the minutes of 28<sup>th</sup> January and 24<sup>th</sup> March 2020.
  - Traffic Calming
  - Parish Website and email set up
9. Report from the Police.
10. Report from County and Borough Councillors.

11. Any other Parish Business for Discussion- not covered in any other agenda points.

- Request from St Peter's Church PCC for installation of semi-permanent signage for the Roman Exhibition/ church events in the closed churchyard of St Peter's Church Mancetter.

12. Planning Matters and Current Applications

**Update on applications made since the previous meeting (appendix one)**

13. Finance

- A) Formal receipt of the accounts for 2019/2020.
- B) Formal signing of section one of the Annual Governance and Accountability Return for the year 2019/2020 – Annual Governance Statement.
- C) Formal signing of section two of the Annual Governance and Accountability Return for the year 2019/2020 – Accounting Statements.
- D) Signing of all payments since the last meeting in accordance with the Bank mandate.
- E) To review expenditure against budget for the first Quarter of the Financial Year 2020/2021 and discuss and approve changes in budget allocation where necessary.
- F) To review the parish council reserve headings and consider allocating the remaining office relocation fund to office equipment and authorising the purchase of two new laptops.
- G) Review of staff salaries (recommendation for clerk to increase to point 10 on the NJC pay scales)

14. Cemetery and Maintenance around the Parish

- Update on damage to cemetery railings.
- Approval of parish council cemetery bench policy.
- Recording of covid 19 burials.

15. Footpaths

- Update on repairs to Mill lane footbridge.

16. Date of next meeting- **Tuesday 22nd September 2020 at 7pm.**

Signed E. L. Higgins

Date 22<sup>nd</sup> July 2020.

Elane Higgins Parish Clerk  
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