

**WEREHAM PARISH COUNCIL**  
**Minutes**  
**Extraordinary Meeting of the Parish Council**  
**Tuesday 2 June 2020 at 7.00 pm**  
**Virtually Via 'Zoom'**

**Attendance:**

|                     |    |   |
|---------------------|----|---|
| Cllr Joanne Bruce   | JB | Chairman                                      |
| Cllr Jacki Hitching | JH | Vice Chairman                                 |
| Cllr Annie Bruce    | AB |   |
| Cllr Sandra Calvert | SC |   |
| Cllr Jonathan Marsh | JM |   |
| Helen Richardson    | HR | Parish Clerk and Financial Responsible Person |

**Also in Attendance:**

**Members of the Public: 3**

**45/20 Openness and Transparency Notice**

Was read by the Chairman.

**46/20 To consider apologies for absence**

Were received and accepted from Cllr John Millard.

**47/20 To receive Declarations of Interest on Agenda Items**

There were none.

**48/20 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 17 March 2020**

**RESOLVED:** The minutes were approved as a true record of the meeting. (Cllr Jacki Hitching proposed, Cllr Sandra Calver seconded, all were in favour).

**49/20 To Approve the Annual Governance and Accountability Return 2019/20:**

**a) Annual Internal Auditor Report 2019/2020**

The Internal Auditor signed off on 3 May 2020 with no discrepancies reported was noted. The Council were all in favour of noting it.

**b) Annual Governance Statement 2019/2020**

The Chair read through in turn the eight statements of the Annual Governance Statement 2019/2020 for the 2019/20 accounts, to which the Council answered unanimously in favour of all with the ninth being in regard to trust funds not being applicable.

**RESOLVED:** The Annual Governance Statement 2019/2020 was proposed for approval in its entirety. (Cllr Sandra Calvert proposed, Cllr Jacki Hitching seconded, all were in favour)

**c) Accounting Statements 2019/2020**

The Chair shared the Accounting Statements 2019/2020 had previously been shared with the Council for approval, the Council had no queries.

**RESOLVED:** The Accounting Statements as presented be approved. (Cllr Sandra Calvert proposed, Cllr Jacki Hitching seconded, all were in favour).

**50/20 To Approve Decisions that had been made to be Ratified**

The Chair advised that it had been a difficult time for all in recent weeks since the outbreak of Covid-19 and wished to thank the Councillors and the Clerk for keeping the Council going with various work that needed to be actioned. The decisions that had to be made during this time and

been done so via email and recorded for ratification at the next Council meeting as per approved Covid-19 procedure and action plan. The Chairman thanked the Clerk for disseminating information as she found her way through what had been required to enable the Council to continue to operate and in accordance with advice received from Norfolk ALC.

The Council had received the information prior to the meeting and had no questions. The Chairman read through the decisions for approval and confirmed with the Clerk that the Council would continue to take decisions in this way as required as per agreed action plan.

**RESOLVED:** That the decision made to be ratified be formally accepted as follows:

Scheme of Delegation - Covid 19  
 Covid 19 Action Plan  
 Covid 19 Procedure  
 SAM2 Memo with NCC  
 Covid 19 Action Plan Update Review  
 Insurance Renewal 2020/21  
 Assets Register YE 31.03.20  
 Review of Financial Regulations  
 Payments for May (March/April)  
 Re-Quote Annual Insurance Renewal  
 Dates for 2021  
 Standing Orders - Revised April 2020

(Cllr Annie Bruce proposed, Cllr Jonathan Marsh seconded, all were in favour).

**51/20 To Approve Payments May 2020**

The following payments were presented for approval:

**June Payments for Approval**

|  | Cheque No. | NET           | VAT          | TOTAL         |
|--|------------|---------------|--------------|---------------|
| Internal Auditor (Payment made in May)   | 101041     | 20.00         | 0.00         | 20.00         |
| CGM Ltd  | 101043     | 23.26         | 4.66         | 27.92         |
| CGM Ltd  | 101043     | 273.06        | 54.61        | 327.67        |
| CGM Ltd  | 101043     | 23.26         | 4.66         | 27.92         |
| Hodson Office Supplied x2 Black/Colour Ink<br>Cheque to Wereham Parish Council Account<br>with Unity Trust Bank (Prior to Further<br>Transfer) | 101044     | 89.96         | 18.00        | 107.96        |
| Eon - Streetlight Electric - May 2020  | DD         | 22.76         | 1.14         | 23.90         |
| <b>TOTAL TO BE PAID</b>  |            | <b>462.30</b> | <b>83.07</b> | <b>545.37</b> |

As of 1 May 2020

|                             |             |                                      |
|-----------------------------|-------------|--------------------------------------|
| Community Account - Current | £ 367.02    | (Transfer of £10k since taken place) |
| Business Account            | £ 36,133.46 |                                      |

**RESOLVED:** Payments as presented be approved. (Cllr Sandra Calvert proposed, Cllr Jacki Hitching seconded, all were in favour).

**52/20 To Approve Date of Next Meeting – Tuesday 14 July 2020 Virtually**

The date of the next meeting was confirmed as presented.

Closed meeting: 7.22 pm.