



## Darnhall Parish Council



To: **The Members of Darnhall Parish Council**

Dear Councillor

You are summoned to attend the meeting of the Darnhall Parish Council to be held **remotely** on Tuesday 28th July 2020 at 7.30pm.

**NB. Due to the ongoing COVID-19 pandemic, this meeting will be held remotely via Zoom. Login details can be found below.**

Join Zoom Meeting <https://us02web.zoom.us/j/84020103110>

Meeting ID: 840 2010 3110

**One tap mobile**

+441314601196 84020103110# United Kingdom

+442030512874 84020103110# United Kingdom

**Dial by your location**

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

Meeting ID: 840 2010 3110

Find your local number: <https://us02web.zoom.us/j/84020103110>

Yours Sincerely,

Dr Mark Bailey

**Interim Parish Clerk**

# AGENDA

## PART A

### 1. PUBLIC PARTICIPATION

A period for members of the public to raise comments on matters being discussed at the meeting (15 mins max).

### 2. DECLARATIONS OF INTEREST

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item. If declarations are not made at this point in the proceedings, they should be made as soon as the Member becomes aware of an interest. Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare (or not) is the responsibility of the Parish Councillor, based on the circumstances of the matter in hand.

### 3. APOLOGIES

Apologies for absence should be notified to the Clerk before 6.00 pm on the day of the meeting, if possible.

### 4. MINUTES – TUESDAY 21<sup>ST</sup> JANUARY 2020

To resolve that the minutes of the meeting of the Council held on 21st January 2020 be signed as a correct record.

### 5. MATTERS ARISING

To raise any matters from the above minutes.

### 6. CHAIRMAN'S REPORT

The Chairman of the Parish Council can provide a report to the Council under this item.

### 7. CASUAL VACANCY

One vacancy exists on the Parish Council following the resignation of Cllr John Bownes.

As per the Council's Standing Orders, the vacancies have now been advertised and a notice has also been posted to ask if the electors of the parish wish to hold an election to fill this vacancy.

Following the conclusion of the above processes, the Council is now invited to co-opt an individual to fill the vacancy.

**RECOMMENDATION:** Members are asked to make a decision on filling the existing vacancy on the Parish Council.

### 8. VICE CHAIRMAN

To agree the appointment of Vice Chairman following the resignation of Councillor John Bownes

## 9. FINANCIAL MATTERS

### 9.1 Authorisation of Payments

£426.98 BHIB Councils Insurance (Insurance Policy 2020-21)

**RECOMMENDATION** Members are asked to approve the above payments.

### 9.2 End of Year Accounts (1<sup>st</sup> April 2019-31<sup>st</sup> March 2020)

To follow

### 9.3 Internal Audit 2019-20

To follow

### 9.4 External Audit 2019-20

The various documents relating to the external audit of the Council for 2019/20 are presented to Members.

- The uncompleted Annual Governance Statement 2019/20 (to follow)
- The completed Accounting Statements 2019/20 (to follow)

Members are asked to collectively complete the Annual Governance Statement as a Council during the meeting, as per audit recommendations.

It is proposed that the period for the exercise of public rights will be between (to be confirmed).

The external auditors have confirmed that the audit documents can be submitted on or before 28<sup>th</sup> August 2020.

### 9.5 Annual Governance Statement 2019-20

The Annual Governance Statement 2019/20 is presented for completion and approval by the Council. Following approval, the Statement must be signed by the Chairman (or, in his absence, by the Vice-Chairman) and the Clerk.

**RECOMMENDATION** Members are asked to agree the completion of the Annual Governance Statement and ask that the Chairman and Clerk sign the Statement for 2019/20

### 9.6 Accounting Statements 2019-20

The Accounting Statements 2019/20 are presented for note and approval by the Council. Following approval, the Statements must be signed by the Chairman (or, in her absence, by the Vice-Chairman) and the Clerk.

**RECOMMENDATION** Members are asked to agree that the Chairman and Clerk sign the Statement for 2019/20.

### 9.7 Certificate of Exemption 2019-20

As outlined above and at previous meetings, local councils with income/expenditure at or below £25,000 in the relevant year are permitted to apply for exemption from external audit review. To do this, the Council must formally approve the attached Certification of Exemption stating the annual gross income/expenditure for the financial year 2019/20. The Council can

decide to have a 'voluntary' review, but such a review would cost £200.00 plus VAT. It should be noted that the external auditors will carry out assurance reviews on a random sample of 5% of parish councils – whether they have declared themselves exempt or not.

**RECOMMENDATION** Members are asked to consider and approve (or otherwise) the attached Certificate of Exemption for 2019/20. If approved, the Certificate must be signed by the Chairman and Clerk.

**9.8 Ledger/Bank Reconciliation Statement (1<sup>st</sup> April 2020-22<sup>nd</sup> July 2020)**

The ledger/bank reconciliation statement for the period 1st April 2020-22<sup>nd</sup> July 2020 is presented to Members for note.

**10. PLANNING MATTERS**

To consider any planning matters affecting the parish.

**11. COVID-19 UPDATES/GUIDANCE**

To consider any issues relating to the COVID-19 pandemic impacting on the parish.

**11.1 Re-opening Darnhall Village Hall**

The Council is asked to consider whether Darnhall Village Hall should re-open as per government guidance on the re-opening of village halls. The following points should be taken into account as part of any discussion (also see attached document):

- That public buildings can re-open from 4<sup>th</sup> July 2020 onwards and that indoor activities can re-start from 25<sup>th</sup> July 2020 onwards
- That general guidelines around COVID-19 are noted, including social distancing and hygiene
- That regular hirers are aware and are adhering to general guidelines
- That face masks are worn where possible indoors from 24<sup>th</sup> July 2020
- The insurers of the Hall should be informed of any re-opening
- A risk assessment must be carried out
- Cleaning should be undertaken before and after every hire and hand sanitiser and awareness posters should be in place
- Hirers should also complete a risk assessment and bring own equipment, food and drink with them and should operate according to general guidelines
- Employees should be made aware of guidance and should be provided with necessary equipment

**RECOMMENDATION** Members are asked to consider whether to re-open Darnhall Village Hall safely and according to government guidance around COVID-19

**11.2 Updates on COVID-19**

To consider any other updates on the impact of the pandemic on the parish.

**12. DARNHALL VILLAGE HALL**

Members are asked to consider the following issues relating to the Village Hall:

- Wi-Fi/Broadband Access
- Insurance

**13. GENERAL DATA PROTECTION POLICY – DATA PROTECTION ACT 2018**

Members are asked to consider the attached draft Data Protection Policy in line with current Data Protection legislation.

**RECOMMENDATION** Members are asked to consider the attached draft Data Protection Policy and approve or otherwise

**14. WEBSITE**

To consider the matter of the current arrangements for the website and future arrangements in light of changes to regulations.

**RECOMMENDATION** Members are asked to approve changing the current website and domain host providers in preparation of The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018

**15. SOCIAL MEDIA**

Members are asked to consider the setting up of Council owned social media site.

**16. VILLAGE HALL BOOKINGS**

Members are asked to consider the use of an online booking system to book the village hall.

**17. CLERKS REPORT**

To consider any updates from the Clerk.

**18. COMMUNICATION/SHARED INFORMATION**

Members may share any other information, but formal decisions cannot be taken under this item.

**PART B**

**19. EXCLUSION OF PRESS AND PUBLIC**

That in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted.

**20. STAFFING MATTERS**

To consider a verbal report from the Clerk.