

# Tetsworth Parish Council

Clerk and RFO: Helen Croxford

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## Minutes of the Virtual Extraordinary Meeting of Tetsworth Parish Council Held at 7.30pm on Monday 26<sup>th</sup> April 2021

### Present:

Chair Cllr. Paul Carr (PC)

Vice Chair. Seb Mossop (SM)

Cllr. Susan Rufus (SR)

Cllr. Christopher Thompson (CT)

Cllr. Sanjiv (Kim) Bhagat (SKB)

**Officer:** Helen Croxford (HC)

**Members of the public:** 1

**Apologies for Absence:** Cllr. Karen Bennett (KB), C. Cllr Jeanette Matelot (JM), D. Cllr Caroline Newton (CN)

### 271. To Receive Declarations of Interest

*Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting*

**NONE**

### 272. To Note the resignation of the Clerk & RFO. **NOTED**

### 273. To Elect a councillor to act as Proper Officer in the event of the Council being without a Clerk and RFO.

PGC was proposed by CT and seconded by SM to act as interim Proper Officer.

**AGREED UNANIMOUSLY.**

John Gilbert (JG) offered to prepare any agendas and take meeting minutes should the need arise. This offer was gratefully accepted.

### 274. To Elect a councillor to act as RFO in the event of the Council being without a Clerk and RFO.

KB was proposed by SR and seconded by PGC to act as the interim Responsible Financial Officer (RFO). **AGREED UNANIMOUSLY**

275. **To Approve the Code of Conduct, Financial Regulations and Standing Orders as presented to the Council, to take effect from 26<sup>th</sup> April 2021 UNANIMOUSLY AGREED.**

**Finance**

276. **To Receive and Approve** the monthly financial report  
UNANIMOUSLY AGREED

277. **To Approve** expenditure and sign cheques/approve electronic payment

DTC (Tree Works)	£780.00
Paul Carr (Zoom)	£14.39
Scoop Dotty Dog (Dog Bins for Feb 2021)	£20.10
Wiseserve (Email)	£4.80
Pi Ltd (PATCH Inspection)	£162.00
Wiseserve (Domain renewal)	£33.60
CPA Horticulture (Bark)	£884.99
H. Croxford (Clerk)	£586.07
HMRC (Clerk)	£134.40
Scoop Dotty Dog (Dog Bins for Mar 2021)	£20.10
The Sign Shed (Covid bench signs)	£25.31
The Noticeboard Co (Sales order for Advance approval for payment before next meeting)	£1279.94
HC will check with the company if advance payment is required.	
DTC (Grass Cutting)	£282.00

**UNANIMOUSLY AGREED**

278. **To Discuss and approve**

- a) Corrections on Monthly Report. An error was noted in the data input February 2021 in office expenditure and Zoom invoices had been entered as website expenditure in June 2020 but have now been amended to office expenditure. **NOTED**
- b) To approve the appointment of Coco Accounting for the Internal Audit. **UNANIMOUSLY AGREED**
- c) To Approve the AGAR figures for the internal audit. **UNANIMOUSLY AGREED**
- d) To Note the successful VAT, reclaimed from Feb 2020 to Jan 2021 of £2807.27. **NOTED**
- e) End of year figures and earmarked funds. **NOTED**
- f) To achieve the required zero balance of the 2019-20 budget by the allocation of the surplus as follows:
  - i) £500 to be added to the Legal Fees earmarked fund.
  - ii) £100 to be added to the Election Fees earmarked fund.
  - iii) £1,000 to be added to the Emergency Reserve earmarked fund.
  - iv) £2,836.31 to be added to the PATCH earmarked fund to partially offset expenditure.**UNANIMOUSLY AGREED**
- g) To Note Receipt of Payment for Allotment rental of £20.00 from May 2021 to April 2022. **NOTED**
- h) To Note PWL statement. **NOTED**

279. **Date of the next meeting Wednesday 5<sup>th</sup> May 2021 at 7.30pm**

280. Close of meeting 20.00pm

281. Open Forum

A handwritten signature in cursive script, appearing to read 'H Croxford', is displayed within a light grey rectangular box.

Helen Croxford Clerk & RFO