

NOTES IN LIEU OF
Minutes of the Ordinary Meeting of Exning Parish Council
held on Wednesday 25th March 2020

**DUE TO THE UNPRECEDENTED CIRCUMSTANCES REGARDING THE CORONAVIRUS STATUS,
THE PARISH COUNCIL DID NOT MEET ON 25TH MARCH 2020**

The following electronic mail was sent to all councillors:-

From: Cathy Whitaker

Sent: 21 March 2020 23:49

To: Councillors <councillors@exning-pc.gov.uk>

Subject: Please read and vote via email by return to me.

This is the latest advice from NALC.

Holding meetings

NALC strongly encourages councillors and staff to follow government guidance on social distancing and self-isolation. This is particularly important if anyone is in an at-risk group as identified by the guidance. NALC encourages local councils to consider if they need to hold scheduled meetings at all. The health and safety of councillors, staff and the public should be your primary concern. If local councils do follow government guidance on social distancing and social isolation and so they do not hold scheduled meetings, including annual council meetings, NALC's opinion is that the likelihood of a successful legal challenge is low.

NALC are expecting government guidance on holding meetings remotely early next week, and will also produce further guidance next week. In the meantime, if local councils decide not to hold meetings and take decisions by email or other remote methods, NALC feels it's likely that afterwards, if there were a challenge, that the courts will accept that exceptional times called for exceptional measures. In the absence of government guidance, NALC suggests for now only taking decisions remotely for truly urgent issues. In this case, local councils should evidence that their decision making as best they can, for example by asking councillors to confirm their votes by email to the clerk for the clerk to keep as a record of the decision.

To this end I would like your vote on the following please:-

1. **To authorise schedule of non-confidential payments for March 2020** – attached.
2. **To consider & approve the appointment of Internal Auditors for Exning Parish Council for 2019/2020** – SALC (Suffolk Association of Local Councils) have done last year's audit and many previous years. They are sector based, independent from us, competent.
3. **To approve the Direct Debit & Standing Order agreements for the financial year 2020/2021** – details attached.
4. **To discuss details of the Annual Meeting of the Parish on 27th May 2020** – it's unlikely this statutory meeting will now go ahead – note that we are awaiting govt guidance at present, along with the rest of the sector.
5. **To note the NALC Coronavirus advice:** see above

A: Authorisation (temporary) for myself, the chair and the vice chair to make delegated emergency decisions for the continuance of essential council business. This will be done via email / telephone.

B: Approval of support (non-monetary) for the Exning Neighbours Volunteer Group – this support will be administrative (ie: printing) and advice (ie: on GDPR and data protection issues) only.

6. **ADMINISTRATION**

A: Village Keeper vacancy – Two candidates out of four who applied have been selected for interview. They will be contacted to discuss the fact that at this time we should not be interviewing face-to-face. Telephone interviews will be looked into.

B: EPC as a responsible employer should support any high-risk category employees to self-isolate as requested by the govt.

C: There will be the continuance of minimum essential work (play area safety check / grass cutting). Self-isolating or isolating staff will continue to be paid basic salary.

D: Proposal for the increase of salaries at April 2020.

E: 'Exning Old Cemetery GateKeeper' position is filled – to carry on the daily open/close of the cemetery and weekly putting out the council bins for collection. Starting April 2020.

Cathy Whitaker; Clerk

Email approval votes received – 5 / 9 – no votes against (as at 25/3/2020)

March 2020 Non-Confidential Payments & Receipts

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Mar-20				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
HanCoe Cleaning Services	£ 165.00	£ -	£ 165.00	Cleaning of bus shelters	LG(Misc Provision)Act 1953, s.4
Anglian Water Business	£ 12.07	£ -	£ 12.07	Water Bill, Lacey's Lane Cemetery	LGA 1972, s.214
Friends of Exning School	£ 300.00	£ -	£ 300.00	Section 137 grant funding	LGA 1972, s.137
Suffolk County Council	£ 849.76	£ 169.95	£ 1,019.71	Streetlighting Energy & Maintenance	PAC 1957, s.3; Highways Act 1980, s.30,part 6
TT Logistics	£ 25.00	£ -	£ 25.00	Removal of village Christmas Tree	Open Spaces Act 1906, ss.9&10
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Monthly website management services	LGA 1972, s.142
E.ON	£ 40.58	£ 2.03	£ 42.61	Old Cemetery Chapel electricity bill	LGA 1972, s.214
E.ON	£ 23.71	£ 1.19	£ 24.90	Old Cemetery Office electricity bill	LGA 1972, s.214
PC Reimbursements	£ 46.21	£ 1.36	£ 47.57	Software, advertising, photocopying,website	LGA 1972, s.142
Newmarket Day Centre	£ 975.00	£ -	£ 975.00	Section 137 grant funding	LGA 1972, s.137
	£ 2,462.33	£ 174.53	£ 2,636.86		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
JS <withheld for GDPR>	£ 170.00	£ -	£ 170.00	Ashes interment fees	LGA 1972, s.214
Exning Removals	£ 10.00	£ -	£ 10.00	NL donation	LGA 1972, s.142
Lisa Johnson Podiatry	£ 20.00	£ -	£ 20.00	NL donation	LGA 1972, s.142
R1M Motorbike Training	£ 20.00	£ -	£ 20.00	NL donation	LGA 1972, s.142
CC <withheld for GDPR>	£ 50.00	£ 10.00	£ 60.00	Sale of Old Cemetery Chapel pews	LGA 1972, s.214
RW <withheld for GDPR>	£ 25.00	£ 5.00	£ 30.00	Sale of Old Cemetery Chapel pews	LGA 1972, s.214
SW <withheld for GDPR>	£ 25.00	£ 5.00	£ 30.00	Sale of Old Cemetery Chapel pews	LGA 1972, s.214
PW <withheld for GDPR>	£ 25.00	£ 5.00	£ 30.00	Sale of Old Cemetery Chapel pews	LGA 1972, s.214
AW <withheld for GDPR>	£ 25.00	£ 5.00	£ 30.00	Sale of Old Cemetery Chapel pews	LGA 1972, s.214
Hanchets Monumental Masons	£ 50.00	£ -	£ 50.00	Memorial fees	LGA 1972, s.214
Ivett & Reed	£ 100.00	£ -	£ 100.00	Memorial fees	LGA 1972, s.214
	£ 520.00	£ 30.00	£ 550.00		

Item 13e: Review the appointment of Internal Auditor for Financial Year 2019/20 for Exning Parish Council

Suffolk Association of Local Councils (SALC)

- Sector compliant
- Audited previous year effectively
- Competent in Parish Council law, finance & administration
- Independent from Exning Parish Council
- Cost effective
- Convenient

Item 13f: To approve the continuance of Standing Order & Direct Debit agreements for the financial year 2020/21

Flagship Homes (lockup)	£134.60 p/quarter
E.ON (two electric meters)	variable smart meter read
Wave Business; formerly Anglian Water Business (2 water meters)	variable smart meter read
Standard Life (workplace pension)	monthly, % of salary
Trade UK (ScrewFix account)	monthly, as used
Newmarket Day Centre	£25 p/month for website services
Fasthosts UK Ltd	£3 p/month for hosting fees