

Councillors:	Cllr J Walsh (JW) - Chairman	Cllr A Hans (AH) – <i>Vice-Chair</i>
	Cllr S Williams (SW)	Cllr M Skelton (MS)
	Cllr M Heath (MH)	Cllr S Sproul (SS)
	# Cllr W Davey (WD)	# Cllr G Hollis (GH)
	Cllr F Duffy (FD)	# Cllr K Bowen (KB)
	# Cllr M E Hagon (MEH)	# Cllr S Jefferys (SJ)
Clerk:	Jagjit Brar (JB)	# - Apologies Received

Minute	Meeting Minutes	Action
20200528/01	Apologies for Absence See above	
20200528/02	Any other Business to be taken under item 20200529/07 None	
20200528/03	<p>Confirmation of Banking Arrangements – Barclays Cllr JW welcomed everyone to this extraordinary meeting and thanked all for attending at short notice.</p> <p>Cllr JW asked if any Cllrs already bank with the Council providers, Barclays, Metro, Nationwide and Unity and therefore had a conflict of interest. It was declared as follows:</p> <ul style="list-style-type: none"> - Cllr MS – Metro - Cllr MH – Barclays and Nationwide - Cllr AH – Barclays, Nationwide and Metro <p>a. Authority to release Payments</p> <p>Clerk advised good practice to have more than one person able to raise and approve payments. Currently payments are uploaded and Cllr MH is then able to approve and release the payment.</p> <p>The Council RESOLVED that an additional card be ordered in the name of Administrator Susan Luckhurst to raise payments on the Barclays Account.</p> <p>The Council RESOLVED that a replacement card, telephone banking and internet banking details be ordered for Cllr Amarjeet Hans, the new Vice-Chair of Council for the Barclays Account.</p> <p>The Council RESOLVED that Cllr Julia Walsh be added as an authoriser of payments as the new Chair of Council for the Barclays Account.</p> <p>b. Cheque Signatories Clerk advised that there are currently only two signatories, Cllr MH and Cllr AH, and that it is good practice to have two out of a possible three signatures on cheques.</p>	<p>Cllr MH</p> <p>Cllr MH</p> <p>Cllr MH</p> <p>Cllr MH</p>

	<p>The Council RESOLVED that Cllr JW be added as a third cheque signatory</p> <p>c. Update upload details to Clerk from Previous Co-Clerk The Council AGREED that once a card for Susan had been received an additional Card for the Clerk and the old card cancelled.</p>	
20200528/04	<p>Continuation of Savings Account Holders - Discussion Clerk advised that the current names on the Council Savings account are Cllr MH and Cllr AH.</p> <p>Cllr JW requested that Cllr MH continue as a named contact on these accounts, Cllr MH kindly AGREED.</p> <p>Cllr AH advised that he will check if dual signatories/authorisation are required at Metro.</p> <p>Clerk to check and confirm if dual signatures are required for Nationwide and Unity accounts</p>	<p>Cllr AH</p> <p>Clerk</p>
20200528/05	<p>Finance Committee Meeting – Confirm Arrangements Next meeting of Finance Committee on Thursday 18 June 2020 at 10.30am via Zoom.</p>	Clerk
20200528/06	<p>Councillor Allowances – Discussion of Process</p> <p>It was RESOLVED that an allowance of £30 per quarter in arrears for Councillors towards telephone and broadband expenses. Susan to draft a template for Councillors to complete to ensure payment.</p> <p>Cllr AH advised that the office team submit an expense claim of £6 per week for homeworking since lock down restrictions were imposed</p>	<p>Susan</p> <p>Clerk</p>
20200528/07	<p>Any Other business as agreed above Cllr AH advised that despite lockdown we should look to continue to spend this year's budget</p>	

Meeting Closed at 3.45pm
Jagjit Brar – Clerk
29 May 2020