



The **DRAFT** minutes of the remote meeting held on Tuesday 5th May 2020, by e-mail correspondence.

Those present:

Responded by e-mail: Cllr Trethewey (Chairman), Cllr Pound (Vice-Chairman), Cllr S Jones, Cllr P Jones and Cllr Hodgkinson

Administrator: Sally Trethewey (clerk)

1/20 To accept apologies

Apologies were received from Cllr Couch and Cllr Riggs who are unwell

2/20 Declarations of Interest in items on the Agenda

- a) **Councillors to disclose any declarations of interests on any agenda items.**

There were no declarations of interest

3/20 Dispensations

- a) **Member/s to request a Dispensation for an item on the agenda that has just become apparent at this meeting.**

There were no dispensations requested

4/20 To receive and consider any public comments from items on the agenda

There were no comments received from members of the public

5/20 Finance:

- a) **To receive the previously agreed 'Statement of Accounts for April 2020'**

Payments:

Name	Details of payment	Cost	VAT	Total
Mrs S Trethewey	Expenses - See Expense Sheet	£ 58.00		£ 58.00
Playsafety Limited	ROSPA Play Equipment Inspection	£ 147.50	£ 29.50	£ 177.00
Cornwall ALC Ltd	Annual Subscription	£ 453.08	£ 55.13	£ 508.21
M Pearson	Grass Verges 08.04.20	£ 185.00		£ 185.00
Printerland	Ink Toner	£ 199.00	£ 39.80	£ 238.80
Vision ICT Ltd	E-mail address host fee 2020/2021	£ 126.00	£ 25.20	£ 151.20
St Erme Playing Fields Ltd	Hire - 04.02.20	£ 12.50		£ 12.50
Lyreco UK Ltd	Stationary	£ 32.35	£ 6.47	£ 38.82
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40
O2	Mobile Phone	£ 11.81	£ 2.36	£ 14.17
Mrs S Trethewey	Salary Month 1			
Mr G Brunsdon	Salary Month 1			
	TOTAL PAYMENTS			£ 2,582.45

Members had received a copy of the 'Statement of Accounts' in their report. The 'Statement of Accounts' were approved with all in agreement and it was therefore

RESOLVED that the 'Statement of Accounts' for April 2020 be signed as a true record

- b) **To resolve the continuation of the annual subscriptions for the Cornwall Association of Local Council's and the Society of Local Council Clerks**

It was agreed and therefore

RESOLVED to continue the annual subscriptions for the Cornwall Associations of Local Council's and the Society of Local Council Clerks for 2020/2021.

6/20 Governance

- a) To resolve to adopt the supplementary 'Standing Orders' to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier.

Members had received a copy of the supplementary 'Standing Orders' and it was agreed by all and therefore

RESOLVED that the supplementary 'Standing Orders' be adopted

- b) To resolve to adopt the supplementary 'Financial Regulations' to be able to take any actions necessary with associated expenditure and electronic payments to protect the interests of the community and ensure council business continuity during the period of the Coronavirus pandemic as previously resolved.

Members had received a copy of the supplementary 'Financial Regulations' and it was agreed by all and therefore

RESOLVED that the supplementary 'Financial Regulations' be adopted

7/20 To resolve to continue the council's existing governance to remain in place until the next annual meeting in May 2021. This means that the current Chair and Vice Chair will continue in office until the annual meeting May 2021 as per the supplementary 'Standing Orders'

Members agreed that the existing governance should remain in place and it was agreed by all and therefore

RESOLVED that the council's existing governance is to remain in place until the next annual meeting in May 2021. This means that the current Chair and Vice Chair will continue in office until the annual meeting in May 2021 as per the supplementary 'Standing Orders'

8/20 To review the council's Annual Insurance cover as set out in the report.

The clerk had forwarded the proposed changes to the council's Insurance in the report, which had been reviewed with the council's asset register and risk assessment.

Members agreed the insurance review and it was therefore

RESOLVED to update the Insurance cover as proposed in the report.

9/20 To receive guidance from the Cornwall Association of Local Clerk's and new legislation to consider the purchase of software to be able to hold 'Virtual' video conferencing meetings in the future and to consider any associated risks.

Details of different software were included in the report showing what each offered. The council will need to consider any associated risks and put in place measures and procedures on the use of any future software. Members have considered the information in the report and it was agreed and therefore

RESOLVED to trial Zoom Pro before purchase of the software and before going live with a meeting. Once the trials have taken place and all members are happy we will either purchase Zoom Pro at a cost of £11.99 per month or look at alternative software.

We will trial this software during May with a time scale to look at holding the first live meeting in June.

10/20 The date and time of the next remote meeting will be arranged when required and the agenda will be displayed on the council's website three clear days before the date of the meeting

It was agreed to hold a remote meeting when required and to continue with the agreed delegation process between meetings.

SIGNED

CHAIRMAN

DATED