

**MINUTES OF THE EXTRAORDINARY MEETING OF STAPLEGROVE PARISH  
COUNCIL HELD *VIRTUALLY* ON MONDAY 27<sup>th</sup> JULY 2020 AT 5PM**

**PRESENT:**

Parish Councillors: Joan Bird, Michael Clark (chair), Alan Debenham, Simon Moon, Ian Talbot,  
Clerk: Janet Coates

1.	<p><b>To receive apologies for absence</b> Apologies received from Ros Went</p>
2.	<p><b>Declarations of interest not already recorded</b> No additional declarations made</p>
3.	<p><b>To note and approve the 2019-20 payments and receipts account</b> It was noted that the difference in spend between 2018/19 and 2019/20 of £8k is mainly due to the re-surfacing of the duckpond path and that CIL money was used to finance this. It was also noted that The Parish Council did not make any pension contributions in 2019/20 and the clerk was asked to investigate if pension contributions should be made. The 2019/20 payments and receipts accounts were approved. The chair and clerk will sign after the meeting.</p>
4.	<p><b>To receive and note the Annual Internal Audit Report</b> The Annual Internal Audit Report was received and noted. The council noted that the Internal Auditor had raised some issues that did not affect compliance but did need addressing and the clerk would report on these at the next meeting. It was agreed that the budget will be on the November agenda and a 3 year budget considered.</p>
5.	<p><b>To approve the Annual Governance Statement ( section 1)</b> This was approved. The chair and clerk will sign after the meeting.</p>
6.	<p><b>To approve the Accounting Statements ( section 2)</b> This was approved. The chair will sign after the meeting.</p>
7.	<p><b>To approve the Certificate of Exemption</b> This was approved. The chair and clerk will sign after the meeting and the clerk will send to the External Auditor by 31<sup>st</sup> July 2020.</p>
8.	<p><b>To approve the renewal of the annual membership to SALC</b> The benefits of the membership were discussed and the value of belonging to the association and it was agreed that the cost of the membership was value for money and the renewal was approved.</p>
9.	<p><b>To discuss the software options to run virtual meetings</b> The pros and cons of zoom and Microsoft teams was discussed. The consensus was that the easy access to zoom for all users outweighed the cons of limited time meetings and as the Parish Council hoped to be able to run a face to face meeting in the future then the free option of zoom should be used if necessary.</p>

10.

**To set the date for the next Parish meeting**

It was agreed that the chair and the clerk would set a date once it was known if the Village Hall could be used, would stay at Thursdays at 5pm and meeting to be held early September.

The meeting closed at 5.50pm.