

**Sampford Courtenay Parish Council**  
**MINUTES OF SAMPFORD COURTENAY PARISH EXTRAORDINARY FINANCE MEETING**

[www.sampfordcourtenay-pc.gov.uk](http://www.sampfordcourtenay-pc.gov.uk)

Clerk to the Council: M.Pratt, Higher Town, Sampford Courtenay. 01837 82285

**6.30 pm on Wed 18th Mar 2020** at Sampford Courtenay Church Rooms

1) Present Cllrs M Wilson, M. Carpenter, J. Palmer, S. Svedang & J. Friend.

2) Apologies were received from Cllrs B & J Tucker & C Coleman.

3) Minutes – Main Meeting held on Mar 3<sup>rd</sup> 2020 were agreed and signed

4) Finance all payments and transfers below were agreed and cheques signed.

i) Clerk salary & Expenses =	= £ 214.40	
ii) HMRC	= £ 50.60	
iii) Tracy Mombeyerara Toilets	= £ 82.50	(5 wks x 2 hrs - 1.4.20)
iv) N Power DD	= £ 9.77	23.3.20
v) Okehampton & District Transport Group	= £ 50.00	
vi) Michele Wilson – Projector & Screen	= £1,494.16	
vii) M Pratt Clerk's Office	= £ 116.89	
viii) Church Clock – Trns to EMR	= £ 25.00	
ix) Parish Inclusion Fund – Trns to EMR	= £ 250.00	
x) Village Hall Rent for meetings	= £ 172.00	
xi) Defibrillator	= £2,160.00	
xii) Unearmarked Reserve – Trns to EMR	= £ 1,500.00	
xiii) <b>Total payments this month =</b>	<b>= £ 6,125.32</b>	
xiv) St Andrew's Church Meeting Rent	= £ 5.00	

xv) Current Balances = Reserve Account = £ 12,730.14 (Statement 17.1.20)

xvi) Current Account – (inc expenditure above & Tfrs) = £403.10 (Calculated)

xvii) **INCOME - £32 VE Day Mugs**

xviii) Transfer from Reserve Account to Current Account = **£1353.43**

xix) **SeaMoor Lotto – to support SCPC projects – you can sign up for tickets at <https://www.seamoorlotto.co.uk/support/sampford-courtenay-parish-council> Funds raised to date £401.50**

5) **Purchase of Defibrillator** – payment to come from earmarked reserves from fundraising and grant from WDBC – Locatlity Budget for £1800 + VAT (inc in calculations above) **Unanimously approved.**

Cllr Wilson and the Clerk have met with representative from South West Ambulance Foundation Trust and signed the necessary contract and Cllr Wilson has arranged with Western Power Distribution for a trickle feed of electricity to heat the unit should the temperature fall below -5\*. Andy Wilson has kindly offered to erect necessary fixings for Defibrillator unit to be fitted on the corner of Sampford Courtenay Square next to the Post Box. Hopefully it will be delivered and erected within the next 6 weeks.

## 6) Expenditure for VE/VJ Day – from Earmarked Reserves – Proposal –

- i) to allow RFO to make decision up to the current balance of the VE Day reserve based on decisions from the VE/VJ Day Committee
- ii) or for current reserve to be transferred to a joint VE/VJ Day bank account for the event to remove responsibility and liability from Councillors.

Although the VE Day arrangements have been reported at every SCPC meeting since last October, Cllr Coleman has only just expressed his concerns re the position of SCPC in relation to the organising committee and using a specific Ear Marked Reserve Fund to pay for essential pre-event costs.

- The Committee – has been made up from representatives from the main Parish Groups – SCPC, the Village Hall and St Andrew’s Church – (as with the committee for the past few Grand Parish Fetes)
- EMR – VE Day – None of the funding in this account has come from the Parish Precept – it has all been raised by those supporting the two events organised by Michele Wilson and Marion Pratt – Christmas Cheer & Murder Mystery. Payments have been made to get Printed Raffle Books, & a Deposit to book The Hummingbirds. Even with these payments made the fund currently stands at £606.94
- Public Liability Insurance for the Event – has already been considered by the committee.
- Coronavirus Pandemic – in light of the current pandemic it has been decided to postpone the whole event until later in the year when it is safe to do so. The Hummingbirds have agreed to hold our deposit until another date can be arranged, and the date for the printed raffle can be amended.
- **It was agreed at this meeting** – that Cllrs M Wilson and M Carpenter would represent SCPC maintain the account as it stands as a separate Ear Marked Reserve.

## 7) Proposed SCPC actions re Coronavirus Pandemic

- i) **Cllr Wilson recommended that we should declare this part of the meeting the Initial Meeting of the SCPC Emergency Response Team.**
- ii) **The meeting nominated Cllr Wilson as Chair of this team**
- iii) **The formal Government Plan has moved to the Delay Phase with advice to suggest all Over 70 year olds and members of the public undertake Social Distancing or Self Isolation to y**
- iv) **The Aim and Objectives of Emergency Management Team is to lessen the effects of the emergency Pandemic and as such our current actions are:-**
  - **Create a register of vulnerable residents (vulnerable by age, medical condition or infection)** Invite all vulnerable residents to complete a questionnaire to aide support.
  - **Create a register of Volunteers** – Complete volunteer questionnaires for all those wishing to support the plan.
  - **Create a Communications Page on the Website** -as a one-stop-shop for residents linking directly to official sites to ensure up-to-date accurate information is being viewed
  - **Agree Communications strategy** – to cover daily, weekly and emergency information and to review our Pandemic risk assessment daily and communicate any changes to all members of the EMT and volunteers.
  - **Full details of the Plan can be found on the Website with link on the Home page.**

- v) **Proposal** – the meeting authorizes Clerk to be able to draw up to £200 per week from EMR – Resilience Fund (£1,568.14 – current balance) to cover necessary purchases (food/medication) for parishioners who are unable to get cash from their bank in exchange for a personal parishioner’s cheque payable to SCPC to reimburse fund. **Unanimously agreed.**
- 8) **Contingency Plans in case future SCPC meetings have to be postponed due to Coronavirus – Proposal that we follow NALC current advice to delegate Chair, Vice Chair and Clerk to be able to make essential decisions. Unanimously agreed.**
- 9) Proposal by Cllr Coleman that ***'the proposed increased in the 2020-21 Parish Precept of circa 80% is nullified and that the actual Precept held at the same level as 2019-2020.'***
- a) The meeting agreed that at a time when SCPC need to be able to deliver the best coordinated service on behalf of the parish, with no money to do that we tie our hands before we start. The precept covers the highlighted running costs of the Council, not the Ear marked Reserves. These are no different to those that were written into the previous year’s budget. The increase comes , from the failure to accurately forecast the costs and expenditure committed in the year 2019/20 which if scrutinized was in deficit except for an un-forecast income of £2,500.
  - b) Whilst a very noble gesture the suggested reasons/rationale for that gesture will not be achieved where it is needed most – in that the average rebate per month will not be sufficient to support those who are unable to work etc.
  - c) As Cllr Coleman, despite being requested, has never shared his responses to the consultation, if the Consultation team or Rt Hon Robert Jenrick, the District and Parish Audit Partners would like to write to the Chair, she is more than happy to respond regarding the decision made by the Council and to explain on the behalf of SCPC the rationale for that decision.
  - d) **It was unanimously agreed that the Precept for 2020/21 would remain as already circulated on Council Tax Notices.**
- 10) **In connection with discussion above** – Cllr Joy Tucker wished it made clear again that her comments minuted at Item 14 – 4 of the meeting held on 1.10.19 when the Precept setting was first discussed stated “Cllr Coleman asked that if he and Cllr Friend could find suitable ways of reducing the increase in the precept, SCPC would consider them. Cllr Joy Tucker asked that any such suggestions should be passed by the Auditor before putting before the parishioners at the Open Meeting.”
- And did not state as Cllr Coleman has frequently quoted in error – that SCPC finances should be checked by District and Parish Audit Partners. Cllr J Tucker would like her name removed from any existing and further communication in this context.

## 11) Clerk’s Report

- i) The Clerk has received confirmation from West Country Grounds Maintenance that they are happy to continue cutting the Village Green for the same cost as last year.
- ii) National Non-Domestic Rate for the Public Toilets – although we currently get Small Business Rate Relief for the toilets they are valued at £1,160.18 which may have to be considered in future Precept considerations.

- 12) **Postponement of future planned events in light of Coronavirus** – if you can, please check the Website for regular up-dates of events that have to be cancelled or postponed in the parish. Also, if you can, check out our Facebook page for some light-hearted competitions we will try to organise, for amusement and fun while we are all social distancing for the health of all parishioners.

- i) **Open Meeting - Cancelled**
- ii) **Table Top Exercise - Cancelled**
- iii) **Spring Clean - Cancelled**
- iv) **VE Day Weekend – Cancelled**

**13) Date of next meeting. TO BE CONFIRMED**

Signed *M. S Pratt* Marion Pratt Clerk to Sampford Courtenay Parish Council Mar 2020

**Members of the Public are cordially invited to attend all Parish Council Meetings and suggest items for the Agenda. (Please contact the Clerk at least 7 days prior to scheduled meeting re Agenda items)**

2020	Jan 7th	Feb 4th	Mar 3rd	Mar 31 <sup>st</sup> Open Meeting	April 7 <sup>th</sup> - No Meeting Easter
May 5 <sup>th</sup> AGM	June 2nd	July 7th	Aug 4th	Sept 1st	Oct 6 <sup>th</sup>
Oct 27 <sup>th</sup> Open Meeting	Nov 3 <sup>rd</sup> No Meeting	Dec 1st	Dec 12 <sup>th</sup> Christmas Cheer	2021	Jan 5th

**Eastern Links Meetings - Thurs 11<sup>th</sup> June; Thurs 1<sup>st</sup> Oct.**

