

Minutes of the Ordinary Meeting of Clapham Parish Council

Thursday 10th December at 7.30 p.m.

Held remotely using Zoom software

under

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulation 5)



Present: Councillors: Stuart Ray (Chairman), Terry Gale, Emily Dodd and John Kelly.

In attendance:

Sarah Linfield, BSc (Hons), CiLCA (Parish Clerk/RFO).

Members of the public – none

Minutes are to be prefixed by/relate to 20.21

88. [Declarations of Interest](#)

None

89. [Public Participation](#)

None

90. [Apologies for Absence](#)

N/A – all Council members present.

91. [Minutes from the Council Meeting Held on 26th November 2020](#)

It was **Resolved** – to approve the minutes as a true record of the decisions of that meeting and the Chairman be authorised to sign them.

(Proposed by Councillor Ray, seconded by Councillor Gale and by unanimous agreement of all present)

92. [Chairman's Report](#)

There were no matters beyond that already on the meeting agenda.

93. [West Sussex Council Matters](#)

Councillor Urquhart had sent her apologies as she was already joining another meeting.

94. Arun District Council Matters

There was no representation on this occasion.

95. Council Policies

- i. Councillor Representation on Outside Bodies
It was **Resolved** – to adopt the new policy.
- ii. Protocol on the Death of a Senior National Figure
It was **Resolved** – to revise the existing policy to remove reference to the previous website provider.
(Proposed by Councillor Ray, seconded by Councillor Kelly and by unanimous agreement of all present)

96. Bank Account Mandate Changes

Councillor Dodd confirmed that she was making arrangements to send the paperwork back via email to add her name as a signatory.

97. Clerk's Update

- i. **West Sussex Association of Local Councils** - The Board had decided at its meeting on Monday 23 November that the AGM on Wednesday 2 December 2020 should not proceed to avoid concerns about the validity of a meeting on 2 December and any resolutions passed leading to legal and practical issues for the company. In view of the seasonal break and the requirement for 21 days' notice, the AGM is now likely to take place next February and a new notice of AGM will be issued in due.
- ii. **Parish Design Statement** –the letter to residents kindly prepared by Mrs Sally Morris had been incorporated within the Parish Council Newsletter and a resident had already provided feedback on 'driveway construction' to be incorporated within the final version.
- iii. **New Website** – A member of the public had enquired about the new website and the Clerk had attempted to reply. Unfortunately the email had bounced back as there appeared to be a problem with the recipient's email server, so the questions and answers are provided at the end of the minutes (Appendix A).

98. Budget 2021/22

Members had reviewed each line of the draft budget which had previously been circulated to the Council with a report and also available on the website, with associated meeting papers for the agenda.

It was **Resolved** - to approve

1. The forecast total expenditure for 2021/22 of £12661 (and to note projections for 2022/23 & 2023/24 which will be reviewed/revised in due course).
2. General Reserves at circa £8000 - 10000 (to cover unforeseen expenses and maintain services on an emergency basis)

Ear-marked Reserves to comprise

- i. Residual CIL money, currently £6995.80 (due to be spent in current financial year).
 - ii. Election Costs of £750, to build at the same amount each year until the next elections in 2023 in the event of a contested election.
 - iii. VAT reclaimed on Pocket Parks grant and CIL spend (£7595.84) whilst the Clerk clarified whether the Pocket Parks grant was exclusive or inclusive of VAT, and, if necessary, find out how much it would cost to obtain advice from an accountant.
3. The precept calculation for a Band D taxpayer for 2021/22 will be £91.09 (compared with £95.92 in 2020/21, reduced by £4.83, 5.04% reduction).
 4. The precept for the financial year 2021/22 is set at £12661 (£91.09 x 139) to cover the cost of providing existing services to the Parish.
 5. Finance of overspend within the 2020/21 budget to be met from general reserves in respect of essential and unexpected costs, primarily additional hours worked by the Clerk on the playground project and the campaign to save the school, the Clerk's new laptop to comply with GDPR requirements and the new Council website which would now be managed in house.

(Proposed by Councillor Ray, seconded by Councillor Kelly and by unanimous agreement of all present)

99. Finance Reports

i. Bank Reconciliation

It was **Resolved** – to note the reconciliation at 30 November which had been authorised for sign off outside the meeting, and to authorise the next sign off as at 31 December 2020, prior to and subject to presentation at the next Council meeting.

ii. Payments

It was **Resolved** - to approve the payment schedules (presented at meetings 26.11.20 & 10.12.20) which would be signed after the remote meeting, with all cheques being signed outside of a meeting due to COVID-19 lockdown restrictions.

iii. Earmarked Reserves – as set out under minute 98

(Proposed by Councillor Ray, seconded by Councillor Kelly and by unanimous agreement of all present)

The monthly finance and budget reports can be found on the Council website under 'Finance and Risk'.

100. Date of Next Ordinary Meeting -

The next ordinary meeting is scheduled to take place on Thursday 28th January 2021.

The meeting ended at 20.04 p.m.

Signed as a true record of the meeting.

Chairman

Dated

Draft

Appendix A - Minute 97 (iii)

Enquiry

How much taxpayers' money has been spent on this website? Why has it been spent? How much did the old one cost? How was it tendered? What was the specification for it?

Response

The rationale for the acquisition of the new website and the associated cost are detailed within the Council meeting minutes dated 24.9.20 (minute 57(i)) and 22.10.20 (minute 67) which are on the Parish Council website.

[Minutes | Clapham Parish Council \(clapham-wsx-pc.gov.uk\)](https://www.clapham-wsx-pc.gov.uk/minutes)

The Council followed its Financial Regulations regarding the contract (11.1h) which are also on the website.

[ClaphamPCModeFinancialRegulationsEnglandJuly2019Adopted-30.7.20.pdf \(clapham-wsx-pc.gov.uk\)](https://www.clapham-wsx-pc.gov.uk/ClaphamPCModeFinancialRegulationsEnglandJuly2019Adopted-30.7.20.pdf)

The tenders were assessed against a set of criteria as follows and the Council made a decision that Aubergine262.com most closely met its requirements –

- Compliance (GDPR *Compliant, WCAG** Accessibility Regulations and the Transparency Code - which requires certain information to be published on a publicly accessible (free of charge) website)
- Back up daily
- Ensure succession (i.e. not be provided by an individual)
- Allow the council to manage its own website
- Design and appearance
- Value for money but not necessarily the cheapest
- Easy to update

**GDPR = General Data Protection Regulations*

*** WCAG = Web Content Accessibility Guidelines*

The cost of the previous website was £738 including VAT – website creation £500 +VAT, annual website hosting £65+VAT & gov.uk domain hosting £50+VAT.

The new website will be managed in house at an annual saving of £240.