

**MINUTES OF THE PITCHCOMBE PARISH COUNCIL**  
**MEETING HELD VIA ZOOM, DUE TO COVID-19, ON**  
**THURSDAY 13<sup>th</sup> AUGUST 2020 AT 7PM**

Present: Cllr Philippa James  
Cllr Michael Little  
Cllr Beverly Gorton  
Cllr Jamie Cross

The meeting began at 7.03pm.

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Cllr Nigel Shaw

**2. DECLARATION OF INTERESTS IN ITEMS ON THIS AGENDA**

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**3. MATTERS ARISING NOT ON THIS AGENDA**

- a. Cllr James explained that Cllr Shaw had recently asked if she could take on the role as Chairman of the Parish Council, as he wished to step down from the position. Cllr James agreed to be acting Chair until the elections take place in May 2021.
- b. Cllr James had asked Cllr Shaw and Cllr Little to look over the draft Parish Council report for Pitchcombe.net and the parish magazine. Cllr Little and Cllr Cross suggested the report should be less detailed and refer readers to the minutes published on the website. This would avoid information being duplicated, cut down time spent writing the report and avoid publishing out of date information, especially in the parish magazine.  
  
Cllr Little agreed to write the report from the September meeting onwards. He will begin referring readers to the website.
- c. Roy Balgobin has requested not to be paid for the two months locum work which he carried out when the Parish Clerk, Holly Paton, was on maternity leave. Holly Paton, also stated that she will not claim payment or maternity allowance during this time. The Cllrs felt that the money should be donated to good causes within the village.  
All Cllrs agreed to donate the money, a total of two months wages, to Resthaven – the village care home, as a way of recognising and appreciating the key workers within the village.
- d. Cllr James asked if we could make a donation to the Cotswold Wardens for the work that they have recently carried out in the village. A suggestion of £100 was made. Holly Paton will check the budget in time for the September meeting and add this item to the agenda.

#### **4. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

##### **To approve the Annual Governance Statement and Accounts**

Holly Paton gave a brief explanation about what was required and how we would work through the AGAR. All Cllrs had been emailed a copy of the AGAR, the GAPTC step-by-step guide, the Annual Internal Auditors Report (AIAR) and the Income & Expenditure Account for the year ending 31.03.2020 prior to the meeting.

Cllr Little noted that there had been no charge for the use of the Village Hall for Parish Council meetings. Holly Paton is to investigate this before the meeting in September.

Holly Paton read out the AGAR step-by-step guide.

- a. Step 1:  
Cllrs noted the Annual Internal Audit Report
- b. Step 2:  
The Annual Governance Statement (section 1) was approved
- c. Step 3:  
The Accounting Statement (section 2) was approved (prepared prior to the meeting and sent to Cllrs)

The Cllrs agreed to increase the total fixed assets figure in box 9 from £200 (notice boards and benches) to £620. This is to reflect the recent purchase of the council laptop and accompanying software.

- d. Step 4:  
The Certificate of exemption was agreed – the Cllrs certified that during the financial year 2019/20, the higher of the authority's gross income for the year or gross annual expenditure for the year did not exceed £25000.

Holly Paton will finish adding the required information to the AGAR and send page 3 – the Certificate of Exemption, and new contact details to PKF Littlejohn. The AIAR and AGAR will be placed on the website and Cllr James agreed to post the required information on the village notice boards.

Date of the next meeting: the Cllrs agreed to hold the next meeting on Thursday 10<sup>th</sup> September 2020 at 7.30pm via Zoom. This is to ensure Cllrs and any members of the public who wish to attend are kept as safe as possible.

**THERE BEING NO FURTHER BUSINESS  
THE MEETING CLOSED AT 7.34pm**