



Minutes of the Wilbarston Parish Council Annual Meeting Held remotely on  
**Thursday 11<sup>th</sup> June 2020 at 7.30 pm via Zoom, meeting ID 831-2085-1817**

**Present:**

Councillors: N Richards (Chair), A Smith, K Walkling, D James, R Willatts, A Dowling, T Kelly,  
 A Matthews County Councillor

**Clerk:** Becky Jones

**Announcement**

The Coronavirus Act 2020 received Royal Assent on 25 March 2020 and made provision for the Secretary of State to bring forward regulations on local authority meetings, including the ability to hold them virtually. The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 came into force on 4 April and allow parish and town councils to meet virtually on a platform such as Zoom.

Minute No.		ACTION
20/482	<b>Apologies received</b> – Cllr L Dale, Cllr Howes – Borough Councillor <b>RESOLVED:</b> The apologies were accepted	
20/483	<b>Declarations of Interest by Councillors</b> – Cllr Smith Item 20/489 b expense claim	
20/484	<b>Resolution to approve and sign minutes of the meeting of the Parish Council held on 14th May 2020 –</b> <b>RESOLVED:</b> The minutes were signed by the Chairman as a correct record of the meeting	
20/485	<b>Representations from Members of the Public</b> – none	
20/486	<b>Covid-19:</b> <b>To consider any possible actions in response to current guidelines</b>	
20/486 a	<b>Tennis Courts</b> – A risk assessment had been drawn up (Appendix A) Two safety notices to be displayed on site <ul style="list-style-type: none"> <li>- guidance for playing tennis during coronavirus outbreak (LTA Tennis for Britain)</li> <li>- persons displaying symptoms to contact WPC</li> </ul> Sanitiser to be provided on site, sanitiser to be attached to the fence <b>RESOLVED:</b> The above items were AGREED	NR  NR
20/486 b	<b>The Chronicle</b> The Chronicle is available online Clerk to post a Chronicle banner on the website to make more prominent	
20/486 c	<b>Village Hall bins</b> After liaising with Kettering Borough Council, Cllr Richards confirmed that the bins at the Village Hall had not been emptied due to the content being contaminated by casual users of the car park Cllr Richards had arranged for a one-off collection to empty the bins	Clerk

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20/486 d	<p>Cllr Richards to contact KBC asking for a notice to be placed on the bins warning if content requirements is not respected the bins will be removed</p> <p><b>Good Neighbour Scheme</b> Update received</p>																	
20/487	<p><b>To confirm the calendar of Council meetings for 2020/21</b> It was proposed that the council considers a meeting to be called in August Clerk to add to the July agenda <b>RESOLVED:</b> The calendar of council meetings for 2020/21 was <b>AGREED</b></p>	Clerk																
20/488	<p><b>To appoint and agree members of Wilbarston Parish Council's advisory groups/areas of interest and council members of outside bodies and committees</b></p> <p><b>Finance &amp; Employment Advisory Group</b> – Cllr Richards, Cllr Walkling, Cllr Smith &amp; Cllr Kelly <b>Chronicle Representatives</b> – Cllr Willatts <b>Care Scheme</b> – Cllr James <b>Bonfire Representative</b> – Cllr James <b>Highways &amp; Public Transport Representative</b> – Cllr Willatts <b>Footpaths Officer North</b> – Cllr Smith <b>Footpaths Officer South</b> – Cllr Walkling <b>Sport Ground/Playing Field Officer</b> – Cllr Dowling <b>Snow Officer</b> – Cllr Walkling <b>Twining</b> - Vacant <b>Planning Committee</b> – not a standing committee <b>Village Hall Committee Representatives</b> – Cllr Kelly <b>Best Village Lead</b> – Vacant</p> <p><b>RESOLVED:</b> The appointment of members was <b>AGREED</b></p>																	
20/489  20/489 a	<p><b>Finance:</b></p> <p><b>To receive the finance report, bank statements &amp; reconciliation for May</b> Reports received</p> <p><b>Receipts:</b></p> <table border="1" data-bbox="263 1556 1297 1921"> <thead> <tr> <th>Paid into Current A/C</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>1/6/20</td> <td>£15.00</td> <td>Weston by Welland</td> <td>VAS sign contribution</td> </tr> <tr> <th>Welland Wanderer</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> <tr> <td>27/5/20</td> <td>£10.00</td> <td>Brampton Ash PC</td> <td>VAS sign contribution* (*payment made to incorrect bank account)</td> </tr> </tbody> </table> <p><b>Monthly Bank Reconciliation</b> – Current Account Balance <b>£20,604.71</b> Welland Wanderer Account Balance <b>£3,745.72</b> Reserve Account Balance <b>£4,751.50</b></p>	Paid into Current A/C	Amount	Received from	Reason for Payment	1/6/20	£15.00	Weston by Welland	VAS sign contribution	Welland Wanderer	Amount	Received from	Reason for Payment	27/5/20	£10.00	Brampton Ash PC	VAS sign contribution* (*payment made to incorrect bank account)	
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**Bank Statement & Bank Reconciliation 31<sup>st</sup> May 2020**

<b>Bank Accounts</b>	<b>Unity Trust Current A/C</b>	<b>Welland Wanderer A/C</b>	<b>Unity Trust Reserve A/c</b>	<b>Bank Rec Balance per Statement</b>	<b>31-May-20 £20,614.71</b>
Balance 1 Apr 19 per statement	£11,607.00	£0.00	£4,751.50	U/p Cheques	£10.00
Outstanding Receipt Reconciled balance 1 Apr 19	£11,607.00	£3,355.72	£4,751.50		
Receipts	£12,181.60	£390.00	£0.00		
Payments	£3,183.89	£0.00			
U/p Cheques Transfer Current to Reserve a/c					
Closing Balance	<b>£20,604.71</b>	<b>£3,745.72</b>	<b>£4,751.50</b>	Reconciled Balance	<b>£20,604.71</b>

20/489 b

**To consider and approve the accounts for payment****Accounts for Payment:**

<b>Cheque No.</b>	<b>Amount</b>	<b>Payee</b>	<b>Reason for Payment</b>	<b>Statutory Power</b>
Standing Order	£269.62	Clerk	Salary April 2020	s.112 LGA 1972
Internet Banking	£144.86	Clerk	Expenses May 2020	s.111 LGA 1972
	£6.01	HMRC	Income Tax 2019-20 overdue payment	s.111 LGA 1972
	£78.00	SLCC	Annual Membership	s.143 LGA 1972
	£40.00	ALCC	Annual Membership	s.143 LGA 1972
	£35.00	2commune	New councilor email address	s.111 LGA 1972
	£386.64	Cllr Smith	Village Maintenance	Open Spaces Act 1906 ss9 & 10
	£112.35	Parish Magazine Printing	The Chronicle Summer Edition	s.42 LGA 1942

LGA = Local Government Act

**RESOLVED:** The above payments were **AGREED**

20/489 c

**To receive and accept the annual internal audit report for 2019/20 and confirm that the advice contained within the report is being actioned****RESOLVED:** The internal audit report was received and **ACCEPTED**

Appendix B

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<p><b>20/489 d</b></p> <p><b>20/489 e</b></p>	<p><b>Resolution to approve &amp; sign the Annual Governance Statement Annual Return for year ended March 2020</b>  <b>RESOLVED:</b> The Annual Governance Statement Annual Return for year ended March was <b>AGREED</b>  Appendix C</p> <p><b>Resolution to approve &amp; sign the Statement of Accounts Annual Return for year ended March 2020</b>  <b>RESOLVED:</b> The Statement of Accounts Annual Return for year ended March was <b>APPROVED</b> and signed  Appendix D</p>	
<p><b>20/490</b></p>	<p><b>Planning Applications</b> – Consider response to any planning consultations received:  <b>KET/2020/0347</b> was deferred  The Design and Access Statement had not been made available as part of the planning application  An extension had been granted by KBC  Clerk to add to the agenda for July</p>	<p>Clerk</p>
<p><b>20/491</b></p>	<p><b>Allotments:</b>  <b>To consider and resolve the applications for the vacant allotment plots</b>  It was proposed in accordance with the recommendations from the chair of the allotment’s association that the allocation of new plots be as follows:  Plot 2b - Louise McHarg  Plot 8 - Ian and Mandy Walsh (with effect from 1 October 2020)  Plot 15b - Joanne and Dave Woodcock  Plot 19a - Richard and Mandy Clayton  <b>RESOLVED:</b> The above proposal was <b>AGREED</b>  Cllr Richards/Clerk to issue paperwork</p>	<p>NR/Clerk</p>
<p><b>20/492</b></p>	<p><b>To receive a report from the clerk to update members on existing council business</b>  Report received see Appendix E</p>	
<p><b>20/493</b></p>	<p><b>Date of the next Meeting:</b>  The meeting will be held on Thursday 9<sup>th</sup> July 2020 at 7.30pm remotely via Zoom unless restrictions for all gatherings have been lifted by the Government</p>	
	<p><b>Meeting Closed:</b> 9.10pm</p>	

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## Appendix A

### **Tennis Courts within the multi-use games area, opening in accordance with government guidelines as lock down eases.**

June is the month when the tennis nets are usually installed for the summer and government guidelines have confirmed that tennis can now be played.

Advice on requirements and precautions is available online from the Lawn Tennis Association and Kettering Borough Council have recommended following guidance from Kettering Tennis Club, which is similar. All sources, including Northamptonshire County Association of Local Councils, advise that a risk assessment should be carried out before proceeding. The LTA have a suggested template although it also applies to clubs and managed facilities and our circumstances are a little less formal than those. The following suggestion is adapted from that.

#### **Hazard**

The spread of coronavirus

#### **Who might be harmed?**

Users of the facility

Anyone carrying out routine checks/maintenance/cleaning

#### **Controls Required**

Hand washing. This is not really an option at the MUGA.

Gel sanitisers in any area where washing facilities are not readily available. KTC, which has control over its environment, states that these will be attached to all court entrances. The LTA with a broader remit advises that sanitisers should be provided where possible. This is a point for us to discuss.

Cleaning. This is more appropriate to indoor areas such as receptions providing access to courts but could apply to most frequently touched areas such as the gate to the courts, particularly the sliding handle, and the net winding handles. Realistically, in the open air and with no staff is this something we can do only when any sort of operation or repair is carried out? We could leave wipes on site with instructions on when they should be used, which in that case would mean whenever surfaces had been touched.

#### **Additional Controls**

Reminding all users of basic coronavirus prevention measures and providing information specific to the tennis courts. The LTA poster can be displayed concerning numbers, cleaning of equipment, distancing and avoiding contact but we may want to supplement with a

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poster of our own. For instance, should we include a request that anybody developing symptoms within 7 days of using the facility advises us so that we can close the courts? Specific instructions would include to make minimal use of the net winders and not to touch the net, posts or fence if at all possible.

Should we put up both nets or just one? Two doubles games at once would involve eight people all possibly moving at once and distancing would probably be compromised. We could specify no more than 6 people, which is the limit for group coaching and effectively means 2 singles or one double and one singles at any time.

NR

10/06/20

## Appendix B



### Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Wilbarston Parish Council		
Name of Internal Auditor:	Julia Tufnail	Date of report:	4.6.2020
Year ending:	31 March 2020	Date audit carried out:	4.6.2020

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit.*

*The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.*

**To the Chairman of the Council:**

<b><u>Proper Book Keeping</u></b>	Cash Book, regular reconciliation of books to bank statements Supporting vouchers invoices & receipts <i>All were found to be in order</i> <i>Powers are shown and VAT payments are tracked and identified as necessary</i> <i>The cash book is referenced providing a clear audit trail</i> <i>Supporting paperwork is in place and well referenced</i>
<b><u>Procedure</u></b>	<u>Standing Orders, Financial Regulations &amp; other policies</u> Reviewed at the May meeting <u>Tenders</u> – There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold Appropriate payment controls including acting within the legal framework & with reference to Council Minutes Identifying VAT payments and reclamations VAT received £ £1,667.02 on 13.5.19 The council is not Registered for VAT
<b><u>Risk Assessment</u></b>	Appropriate procedures in place for the activities of the Council Reviewed at the May meeting Data Protection registration in place Data Protection Officer appointed at the May meeting Insurance is in place Reviewed at the May meeting Internal Controls are in place and minuted quarterly Reviewed at the May meeting Fidelity Cover in place as standard on policy

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<b>Transparency Code</b>	Compliance required for smaller Councils with income/expenditure under £25,000 Wilbarston is a smaller Council and complies
<b>Budgetary Controls</b>	I have verified the budgetary process with reference to council Minutes and supporting documents <b>Precept 2019-20</b> Date 13.12.18 Budgetary procedures are in place, agreed by full Council. The need for forward planning and adequate reserves are considered and budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budget is monitored quarterly as part of the Internal Control and reported to council during the year
<b>Income Controls</b>	Precept and other income controls are in place Income is cross referenced with the cash book and bank statements Allotment terms and fees are considered periodically.
<b>Petty Cash Payroll Controls</b>	None held PAYE & NI are in place Council is in compliance with Inland Revenue procedures Compliant with Pensions Regulations? Yes
<b>Asset Control</b>	Asset Register is in place Total Value £26,814 with the addition of the Welland Valley VAS
<b>Internal Audit Procedure</b>	The 2019 Internal Audit report was considered by the council at the May meeting The Internal Auditors were appointed on 9.5.19.

#### Additional Comments or Recommendations

I would like to thank your Clerk Becky Jones for her time and assistance in completing the remote Internal Audit this year.

I note that bus to Corby and Market Harborough managed by the Parish Council has at least enough funding for a further 6 months.

I would remind Council that the Chairman calls Extraordinary meetings, not the Clerk see Standing Order 5a LGA 72 sch 12 (9.1). However, I doubt very much that the council will face a challenge given the Covid-19 pandemic.

I am unclear whether the Welland Valley VAS is wholly owned by Wilbarston Parish Council as seems that its whole value is on the asset register.

This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently, the report is limited to those matters set out above.

Julia Tufnall  
NCALC Internal Auditor  
juliatufnall@gmail.com

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The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2019	Year ending 31 March 2020
1. Balances brought forward	13868	14060
2. Annual precept	10940	12000
3. Total other receipts	11016	9148
4. Staff costs	3305	3266
5. Loan interest/capital repayments	0	0
6. Total other payments	18459	12394
7. Balances carried forward	14060	19548
8. Total cash and investments	14060	19548
9. Total fixed assets and long-term assets	24319	26814
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2019)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/uploads/practitioners-guide-2019.pdf>

## Appendix C

	Agreed Yes or No	'Yes' means that the council:
1. We have put in place arrangements for effective financial management during the year, and for the preparation for the accounting statements.	YES	Prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	YES	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or its finances.	YES	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	During the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Considered the financial and other risks it faces and has dealt with them properly.
6. We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES	Responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after year-end, have a financial impact on the council and, where appropriate have included them in the statement of accounts.	YES	Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

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## Appendix D

### Section 2 – Accounting Statements 2019/20 for

WILBARSTON PARISH COUNCIL			
	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	13,868	14,060	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	10,940	12,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,018	9,148	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3,305	3,266	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	18,459	12,394	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	14,060	19,548	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	14,060	19,548	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	24,319	26,814	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

## Appendix E

### Report on existing council business

#### Chronicle

JM and LD volunteered to continue their roles to produce a 'Lockdown Special' which actually ran to the usual length and has been distributed on time. Many thanks to all involved including the new councillors who helped with deliveries even before attending their first meeting.

#### Tennis Courts

NR is still waiting to hear from Kettering Borough Council, who are expecting to receive and pass on advice on the re-opening of tennis courts to the public. The Lawn Tennis Association have produced some useful notes and a poster for display on site covering the usual rules. Both they and NCALC advise that a risk assessment should be carried out and acted on before re-opening. That will be done before the meeting and hopefully, even if we still have not heard from KBC, we can proceed as agreed at the last meeting relying instead on the LTA guidelines. RTE is ready to put the nets back up as soon as asked.

#### Local Government Re-organisation

At the moment the West Northamptonshire group has met but I don't think ours in North

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Northamptonshire has, so we continue to watch this space.

**Welland Wanderer**

NR had a discussion with Lawsons at the start of June when it was agreed that it was not yet time to resume the Wanderer services due to issues of demand and affordability - it is not an essential service in current terms. NCC have confirmed the availability of matching funding again this year, it will be made available monthly in arrears as is the concession funding for bus pass usage when the service is again operating. Key factors for us to monitor are likely vehicle capacity which will have a major effect on affordability and when and to what extent our generally elder passengers will again want to use the bus - risk factors during travel and what is on offer in Corby and Harborough will play a part.

All parishes have been asked to canvas their residents and to nominate a representative to take part in a Zoom meeting when we start to have information to help us decide the way forward. By way of example 2 metres of social distancing allows only 25% of usual capacity on the bus which raises all sorts of questions, whereas 1 metre, if that allows 50% capacity, does offer some hope.

Going to need

**Playing Fields**

KBC appear to have repaired the 'rabbit burrow' but not yet the defective part of the bridge on the main play structure. The playground is still closed under lockdown rules. The MUGA needs weeding. Cllr Richards to undertake weeding

**Planning**

**Planning Application to be considered at this meeting:**

KET/2020/0347– 24 Barlows Lane – Demolition of 1 no. dwelling and creation of 2 no. dwellings with parking for up to 6 no. cars

**The Fox – Asset of community value**

Site visit has not yet been arranged. Cllr Smith to chase

**Kettering Borough Council has approved permission for the following applications:**

KET/2020/0271 – 1 Barlows Lane – Single storey rear extension

**Solar Powered Irrigation**

Work to be carried out in the next couple of weeks

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**Wilbarston Village Hall Management Committee**  
**Minutes of the Online Meeting held on**  
**Thursday 4<sup>th</sup> June 2020**

**DUE TO THE OUTBREAK OF THE CORONA VIRUS THE MAY COMMITTEE MEETING WAS CONDUCTED ONLINE WITH COMMITTEE MEMBERS PARTICIPATING FROM HOME VIA EMAIL**

**Online Presence:** Mike Doyle, Georgina Royle, John Hooper, June Pocock, Barrie Leadbeater, Serena Mallows. Moira Loake, Tony Huxley, Ray Kemp

**Apologies:**

**Minutes of Last Meeting**

There was no online objection to passing the minutes from the May meeting as a true and correct record.

**Matters arising from the previous meeting**

**Folgate fire safety** – MD propose we go ahead with work on fire alarm system and finance from our reserves (see AOB).

**Village of the year** – SM reported that the awards have been cancelled, not unexpectedly. Instead they are looking at what villages have done to support people and keep spirits up during the current crisis. This will be more of a collaboration rather than a competition. Details to follow

**Master plan for table/chair storage** – Thank you to Keith. The visual plan now displayed.

**Kitchen Blind** – MD suggested that quality vertical louvre blinds would be better finish. RK agreed with the proposal for vertical blinds stating venetian/horizontal were a killer for collecting dust. He has contacts in the trade and will contact MD to discuss. Finance is available from the surplus leftover in our grant fund account.

**Bar stock** – BL reports no success with sales via shop. Shop feels not economically viable for them to sell even at our cost prices and they don't sell a lot of bottled beer and cans. Temporary licence for WVH to sell stock direct from WVH premises on Sat June 13<sup>th</sup> to the village community now granted. Prices adjusted lower to make them attractive.

**Use of Lounge** – JH's proposal deferred until crisis over

**Tribute to LD** – Postponed until after crisis

**World Pay** – New contract now in force. Nil monthly rental but 2.5% per transaction. JP to test card reader in advance of bar stock disposal sale on 13<sup>th</sup> June.

**Treasurer's Report.**

**Income.** We had no income from bookings. £26 from beer sales and donation

**Expenditure.** Kept to a minimum - Electricity (Feb/Mar/Apr) = 228.90. Cleaning: (Hand sanitiser) 31.80: Wages – 417. Total of 677.70

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**Balance sheet.**

1 cheque outstanding £40 to Acre. In hand.

Debtors - Desborough Football Club - £45. Reminder sent.

Fund raising A/C still £809.02 MHBS: £2714.43 Petty Cash: £109.83 Float: £450 Current A/C : £20851.37

**Bar Report.** BL happy to 'drive' the card reader on sale day 13 June. A big thanks to Ray & Serena for the offer of help on the day. Details of customer movements & routes for queuing through the hall to be finalised. All weather dependant.

**Social Report.** ALL PLANNED EVENTS NOW CANCELLED FOR THE FORESEEABLE FUTURE

**Correspondence.** MD submitted online form to apply for Temporary Events Licence from licensing authority at cost of £21 for bar stock disposal. Confirmation received on 1<sup>st</sup> June that licence has been granted.

**Hall Maintenance.** WVH building and contents insurance: Current 3year deal expires end of August. MD to start getting quotations for best future deal  
Hall manager continues to visit hall and check security, test alarms, read meters etc. Now providing MD with monthly update on hall status.

**AOB –**

**Bar stock sale:** To go ahead on Saturday 13<sup>th</sup> June starting at 10am. Sale advertised on FB, WVH web site and Next Door. RK has distributed notices around village. Sale will be on first come first served and card sales only. Barrie to act front of house for sales, Serena and Ray will issue stock to customers from store. MD will produce price list for display. Social distancing will in force, hand sanitiser available and plastic gloves (KL to supply). TH willing to purchase any drink that fails to sell on the Saturday morning.

**Fire and bar alarm system:** These are currently outstanding security and insurance issues and MD therefore proposes that whilst hall is closed, we contact Folgate and arrange to upgrade the fire alarm system to remove non-compliances they have identified. Also to contact Scan Alarms and accept their quotation to upgrade bar alarm which is also non-compliant. Our recent government grant and healthy reserves enables us to fund these expenses without applying for grant funding support from KBC this year. This opens up KBC funding to be allocated to other village halls who, according to ACRE, may be struggling more than us for funding support during Covid crisis.

**Date of Next Meeting – Thursday 2<sup>nd</sup> July 2020 ONLINE**

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Date: .....