

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL RESOLUTIONS ISSUED TO MEMBERS ON EMAIL
Monday 20th April 2020 for a response by the 27th April at 10am.

Delegation of Council decisions have been given to the Clerk during the period of restricted activity declared by the Government in respect of the Covid-19 virus.

Such delegation is intended to enable the Council to fulfil its responsibilities to its residents. LGA 1972 Sec 101.

The following protocol is in place for the decision-making process:

1. Informing members via email the decisions members need to respond to with a yes, no or abstain response before the Clerk actions. The decisions will be agreed by the majority vote of **members** who have responded in the specified time.
2. Decisions will be posted on the noticeboard and website once a month.
These will be entered into the minute book to form part of the official record.
3. For members who do not have email, the Clerk will call them.

Even though these decisions are delegated to the Clerk the legal responsibility will always sit with the Council.

Responded: Cllrs: D. Harding (Chair)

Cllrs: D Revell, B Reynolds, J Barnes, C Payne, J Nicholas, I Fredericks, D Parkin

Clerk: Ms D. Joy

MINUTES

01 Declarations of Interest and Requests for Dispensations

None

02 Minutes of Previous Meetings

2.1 To agree Minutes of the Full Council held on Thursday 2nd April 2020.

Members **AGREED** the Minutes of the Full Council meeting held on Monday 2nd April 2020.

Vote: 8 members voted in favour 2 members no response

2.2 To adopt the minutes of the Finance and Data Protection Committee held on the 8th April 2020.

Members **AGREED** the Minutes of the Finance and Data Protection Committee held on the 8th April 2020.

Vote: 8 members voted in favour 2 members no response

2.3 To adopt the minutes of the Planning, Building and Environment Committee held on the 11th March 2020.

Members **AGREED** the Minutes of the Planning, Building and Environment Committee held on the 11th March 2020.

Vote: 8 members voted in favour 2 members no response

03 Finance & General Purposes Committee

3.1 To consider and agree Februarys' reconciliations.

Members **AGREED** Februarys' bank reconciliations.

Vote: 8 members voted in favour 2 members no response

3.2 To consider and agree Februarys' petty Cash Reconciliation.

Members **AGREED** Februarys' petty cash reconciliation.

Vote: 8 members voted in favour 2 members no response

3.3 To consider and agree Marchs' reconciliations.

Members **AGREED** March's bank reconciliations.

Vote: 8 members voted in favour 2 members no response

- 3.4 To consider and agree Marchs Petty cash reconciliation.
Members **AGREED** Marchs' petty cash reconciliation.
Vote: 8 members voted in favour 2 members no response
- 3.5 To consider and agree Aprils Payments and Marchs Income
Members **AGREED** Aprils Payments and Marchs Income
Vote: 8 members voted in favour 2 members no response
- 04** **Policies, Documents, Communications and Training**
- 4.1 To consider and agree the Virtual Meeting Policy.
Members **AGREED** the Draft Virtual Meeting Policy.
Vote: 8 members voted in favour 2 members no response
- 4.2 To consider and agree the amendments to Operation London Policy.
Members **AGREED** the amendments to Operation London Policy made in line with the current COVID-19 guidelines.
Vote: 8 members voted in favour 2 members no response
- 4.3 To consider and agree if to hold the Annual meeting virtually.
Members **AGREED** to wait until after the current situations to hold the Annual meeting virtually.
Vote: 8 members voted in favour 2 members no response
- 4.4 To consider and agree the Risk Assessment for the outdoor equipment during COVID-19
Members **AGREED** the Risk Assessment for the outdoor equipment during COVID-19
Vote: 8 members voted in favour 2 members no response
- 05** **Date of Next Meeting**
- 5.1 TBA

Aprils' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
1	Lloyds Bank	D/D	Bank Charges 10.2.20-9.3.20	£9.10	D.Revell		C.West	
2	SSE	D/D	Street Lights March	£407.53	D.Revell		C.West	
3	SAGE	D/D	Payroll March	£8.40	D.Revell		C.West	
4	HMRC	D/D	PAYE 6.2.20-5.3.20	£792.59	D.Revell		C.West	
5	Cozens	ONLINE	Street Lights Maintenance March	£120.00	D.Revell		C.West	
6	Cozens	ONLINE	Lamps for Annual Service	£1,560.00	D.Revell		C.West	
7	Hillside Animal Sanctuary	ONLINE	Donations from Dog Show 2019	£401.10	D.Revell		C.West	
8	MPH Lettings	ONLINE	Management Fee - Woodhurst	£107.40	D.Revell		C.West	
9	MAYDAY	ONLINE	Photocopies - March	£79.96	D.Revell		C.West	
10	Cozens	ONLINE	Annual Inspection Works 2019	£5,562.00	D.Revell		C.West	
11	Bulb	ONLINE	Woodhurst Gas & Electric 10.1.19-29.2.20	£191.80	D.Revell		C.West	
12	Rainbow Stationary	ONLINE	Stationary - March	£302.29	D.Revell		C.West	
13	D Harding	ONLINE	1000 Village information leaflet	£62.80	D.Revell		C.West	
14	A. Rivett	ONLINE	Street Furniture & Gold Park maintenance	£759.00	D.Revell		C.West	
15	Electro Supplies	ONLINE	Duplicate Payment - Refund received	£868.00	D.Revell		D. Harding	
16	Norfolk Pension Fund	ONLINE	Underpayment for March	£4,979.34	D.Revell		D. Harding	
17	Norfolk Pension Fund	ONLINE	Marchs Contributions		D.Revell		D. Harding	
18	Doreen Joy	ONLINE	Salary March		D.Revell		C.West	
19	HMRC	ONLINE	PAYE 6.3.20-5.4.20		D.Revell		C.West	
20	Norfolk Pension Fund	ONLINE	Underpayment for Voucher 405	£300.00	D.Revell		D. Harding	

Agreed at Full Council: 27.4.20

Chair Sign:

RFO Sign:

Aprils' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
21	NALC	ONLINE	Annual Subscription 2020/2021	£289.56	D.Revell		C.West	
22	Rainbow Stationary	ONLINE	Stationary - April	£67.40	D.Revell		C.West	
23	Stuart Hutcheson	ONLINE	IT Support - Office 365	£258.75	D.Revell		C.West	
24	D.Harding	ONLINE	1000 Village information leaflet	£62.80	D.Revell		C.West	
25	D.Harding	ONLINE	Monthly Subscription - Zoom	£14.39	D.Revell		C.West	
26	Rainbow Stationary	ONLINE	Hand Sanitiser for Mundesley Cares	£450.00	D.Revell		D. Harding	

Agreed at Full Council: 27.4.20

Chair Sign:

RFO Sign:

Marchs Income							
Voucher Number	Payee	Payment Method	Description	Amount			
121	Coast Watch	BGC	Museum Electricity 4th Qtr	£217.40			
122	RPS	Cash	Planter Sponsor 2019/2020	£25.00			
123	MUGA	Cash	Token Money 12.12.19	£8.05			
124	MUGA	Cash	Token Money 3.2.20	£36.00			
125	MUGA	Cash	Token Money 5.3.20	£28.05			
126	Pageant	Cash	Collection	£139.08			
127	MCOA	CHQ	4th Qtr Rent	£6,002.13			
128	Coast & County	BGC	Newsletter Sponsor- Jan	£100.00			
129	MPH LETTING	BGC	Woodhurst Rent Feb & March	£1,790.00			