

## WESTFIELD PARISH COUNCIL

### Minutes of the Meeting of the Council held remotely on Googledrive Hangouts on Monday 4<sup>th</sup> May 2020 commencing at 7.00pm

- Present:** Vice Chair in the chair: Cllr B Wallbridge;  
Cllrs D Cooper, V Cox, R Hopkins, E Jackson, L Mansell, R Moss,  
P Williams and P Wilkinson
- Absent:** Cllrs G Fuller (Chair), J Honess
- Attending:** Lesley Close, Clerk and Tracey Stephens, Admin Assistant

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Honess and accepted. Cllr Fuller was having problems connecting to the meeting.

#### 2. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest

#### 3. MINUTES OF THE PARISH COUNCIL MEETING – 6<sup>th</sup> April 2020

**Resolved:** The minutes of 6<sup>th</sup> April 2020 were agreed as a correct record.

#### 4. COMMITTEE REPORTS

##### (a) Environment and Development Committee – 14<sup>th</sup> April 2020

**Resolved:** That the minutes of the Environment and Development Committee meeting held on 14<sup>th</sup> April be noted.

##### (b) Finance and Personnel Committee – 22<sup>nd</sup> April 2020

**Resolved:** That the minutes of the Finance and Personnel Committee meeting held on 22<sup>nd</sup> April be noted.

#### 5. APPROVAL OF ANY ITEMS OF £5,000 AND CONSIDERATION OF ANY VIREMENT

There were no items over £5,000 to discuss

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Signed ..... Dated .....

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**6. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

**Resolved:** To agree the arrangements for insurance cover.

**7. TO NOTE THE INTERNAL AUDIT REPORT**

The Internal Audit Report was noted.

**8. ANNUAL REVIEW OF POLICIES AND PROCEDURES**

**8.1 Complaints procedure**

**Resolved:** To agree the complaints procedure

**8.2 Council's procedure for handling requests made under the Freedom of Information Act and Data Protection Act 1998**

**Resolved:** To agree the Council's procedure for handling requests made under the Freedom of Information Act and Data Protection Act 1998

**8.3 Press/Media Policy**

**Resolved:** To agree the Press/Media policy with no changes

**8.4 Pensions discretion policy**

**Resolved:** To agree the Pensions Discretions Policy

**8.5 Child Protection Policy**

**Resolved:** To agree the Child Protection Policy with no changes

**8.6 Equalities and Diversity Policy**

**Resolved:** to agree the Equalities and Diversity Policy as recommended by Finance and Personnel on 22<sup>nd</sup> April 2020, minute 136

**8.7 Data Protection Policies**

**Resolved:** To agree the Data Protection Policies as recommended by Finance and Personnel on 22<sup>nd</sup> April 2020, minute 136

**8.8 Anti Fraud and Corruption Reporting Policy**

**Resolved:** To agree the Anti-Fraud and Corruption Reporting Policy as recommended by Finance and Personnel on 22<sup>nd</sup> April 2020, minute 136

**8.9 CCTV Policy**

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Signed ..... Dated .....

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**Resolved:** To agree the CCTV Policy as recommended by Finance and Personnel on 22<sup>nd</sup> April 2020, minute 136.

**8.10 Treasury Management Policy**

**Resolved:** to agree the Treasury Management Policy as recommended by Finance and Personnel on 22<sup>nd</sup> April 2020, minute 137.

**8.11 Expenses Policy**

**Resolved:** To agree the Expenses Policy as recommended by Finance and Personnel on 22<sup>nd</sup> April 2020, minute 137.

**8.12 Code of Corporate Governance**

**Resolved:** To accept the Code of Corporate Governance as recommended by Finance and Personnel on 22<sup>nd</sup> April 2020, minute 137

**8.13 Effectiveness of the Internal Control Environment**

**Resolved:** To agree the Effectiveness of the Internal Control Environment as recommended by Finance and Personnel on 22<sup>nd</sup> April 2020, minute 137.

**8.14 Grant Awarding Policy**

**Resolved:** To agree the Grant Awarding Policy

**8.15 Standing Orders, Financial Regulations and Code of Conduct**

**Resolved:** To agree the Standing Orders, the Financial Regulations and the Code of Conduct

**9. TO CONSIDER HOW PARISH COUNCIL MIGHT MARK THE END OF THE CORONAVIRUS OUTBREAK, WHEN IT HAPPENS, AND TO CONSIDER THE SUGGESTION FROM THE BRITISH LEGION OF A MEMORIAL SERVICE AT THE WAR MEMORIALS**

Discussion was held regarding the end of the lockdown and it was felt that in the current uncertainty it was too early to be considering events afterwards, as there was yet no indication of how and when things are going to change.

**10. OUTSIDE BODIES REPORTS**

**Radstock Museum** - Cllr Jackson reported that the museum is closed and the one employee has been furloughed. The accounts are good and the

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Signed ..... Dated .....

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museum should survive the shutdown. There are some online activities on the museum website for people to take part in.

### 11. CREATING COMMUNITY IDENTITY

Cllr Cooper reported that in Lynton Road residents will be drinking the toast on VE Day at 3pm.

### 12. CHAIRMAN'S REPORT

The Chairman was unable to connect to the meeting and had not advised of anything he wished to raise at this meeting.

### 13. B&NES COUNCILLORS' REPORTS

Cllr Jackson reported that:

- there is a new bus service – 768 - between Westfield and Writhlington.
- Sam Plummer of Youth Connect had advised her that they have received some funding and agreement from B&NES for some outreach work.
- The B&NES Local Plan is available for comment until 1st June and B&NES are looking for responses from parish/town councils.
- The schedule for the redevelopment of RADCO has been delayed.

Cllr Moss reported that:

- Garden waste collections have restarted and B&NES were considering opening some recycling centres.
- Tourism revenue has been cut by around 45% - 50%.
- B&NES and the South West have a lower rate of infection with Covid 19 than nationally but the care homes figures are on a par with the rest of the country.
- 1500 Business Grants have been awarded, but that means there are still currently around 1500 businesses that haven't applied for one.
- B&NES meetings are starting again online.
- A letter has been sent to all households in B&NES outlining the situation currently.
- The Big Local are expanding the hot meal service they are providing and there is also a food parcel delivery service and a 'baby bank' providing essential equipment for infants.

The meeting closed at 7:42pm

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Signed ..... Dated .....