

MINUTES OF THE ANNUAL MEETING OF WAVERLEY COMMUNITY COUNCIL HELD VIRTUALLY ON WEDNESDAY 20 JUNE 2020 AT 7.00PM

Present: Councillors Jamie Baggaley (Chair), Neil Adshead, Roger Grace, Amin Allen-Miah, Sia Narra, Aravind Venkana and Laura Ross.

In Attendance: Rachel Graham, Clerk to the Council, RMBC Councillor Nigel Simpson, and RMBC Councillor Bob Walsh. There were no members of the public

01.20 Election of Chair of The Community Council

(a) To elect a Chair for the 2020/21 municipal year

Cllr. Grace proposed Cllr. Baggaley as Chair. There were no other proposals

Resolved: That Cllr. Jamie Baggaley is elected as Chair of Waverley Community Council for the 2020/21 municipal year. Proposed Cllr. Grace, seconded Cllr. Allen-Miah and unanimously agreed. **Carried.**

(b) Chair to sign the Declaration of Acceptance of Office

Cllr. Baggaley signed the Declaration of Acceptance of Office and sent it electronically to the Clerk.

02.20 Approval of Minutes

(a) To approve the minutes of the meeting held on 10 May 2019

The minutes of the meeting held on Friday 10 May were accepted as a true record.

03.20 Election of Vice-Chair of The Community Council

(a) To elect a Vice-Chair of the Community Council for the 2020/21 municipal year

Resolved: That Cllr. Allen-Miah is elected as Vice-Chair of Waverley Community Council for the 2020/21 municipal year. Proposed Cllr. Grace, seconded Cllr. Adshead. **Carried.**

04.20 Apologies and Reasons for Absence

All members of the Council were present at the meeting. Cllr Narra had some connection issues.

05.20 Confidential Items

No confidential items were identified

06.20 Declaration of Disclosable Pecuniary and Other Interests:

(a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any personal interests

(b) To receive and decide upon requests for dispensations made by Councillors to take part in discussions and votes where they have declared disclosable pecuniary interests.

No interests were declared at the meeting and no dispensations were required.

PUBLIC COMMENTS AND QUESTIONS

Resolved: That the meeting is adjourned for comments and questions from the press and public. **Carried.**

None in attendance.

07.20 Review of delegation arrangements to committees:

a) To re-appoint the Council's Policy Creation Committee

Resolved: the Committee will include Cllrs Baggaley, Grace and Ross. **Carried**

b) To re-appoint the Planning Committee

Resolved: the Committee will include Cllrs Allen-Miah, Grace, Narra and Venkana and Adshed. **Carried**

c) to re-appoint Staffing Committee

Resolved: the Committee will include Cllrs Baggaley, Narra and Venkana. **Carried**

08.20 Committees of the Council:

(a) To consider the creation of any new committees.

No new Committees were created

09.20 Representatives on Outside Bodies

(a) To appoint a representative to Yorkshire Local Councils Associations

Cllrs. Baggaley and Venkana were appointed as representatives to Yorkshire Local Councils Associations

(b) To consider representation on other Outside Bodies if appropriate

No other outside bodies were identified that require named representation

10.20 Annual Parish Meeting

(a) To discuss the legal situation regarding the 2020 Annual Parish Meeting.

The Coronavirus Act 2020, has not accounted for an annual parish meeting. A parish meeting is a meeting of all the local government electors of the parish. All such electors in a parish have the right to attend the parish meeting. This raises questions as to the practicability of holding such meetings remotely, even if the 2020 Act had included parish meetings. Currently, public gatherings are not permitted.

11.20. Community Council Communication:

a) Review effectiveness of various channels of communication, including the monthly e-bulletin, website, Facebook page, Clerk/ Chair WAVE article

These channels are working well for the WCC. The WCC need to iron-out the issue with Councillor email addresses

12.20 Finance Matters

a) Review the accounts from 2019/2020

The Clerk reported that the precept agreed last May of £36,025 was provided in 2 tranches. In addition, WCC received £400 on behalf of the Events Team, from Ward Councillors funds, for the Xmas events. WCC have set-aside £8,000 in an interest accruing back account in line with best practice as a Reserve Fund. The interest earned was £1.17 for the year.

The Council is fully insured and registered with HMRC and accounting, payroll and internal audit systems were established by the interim clerk. The WCC had spent by the end of March 2020 £18,036.21. While this is an underspend, more monies need to be added to the Reserve Fund – Councils are expected to hold 12 months in reserves.

At the end of the year we have a total of £2404 uncashed cheques.

b) To re-appoint two Councillors to act as Internal Auditors for the Council
Cllrs Venkana and Allen-Amin, who are not signatories to the bank accounts, will verify finances monthly, including checking invoices, payments and bank statement each month

c) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

Section 137 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. It is however, limited in a number of ways. The maximum amount that WCC could spend under s137 in the fiscal year 2019/2020 was £8.12p per elector (1335 electors in March = £10,840.2 WCC spent £3070, of which the majority was on Waverley Gardens.

d) To consider establishment of a business reserve account

Resolved: That a separate account is opened with Lloyds for the purpose of holding the Council's reserve fund. Proposed Cllr. Narra, seconded Cllr. Allen-Miah. **Carried**

13.20 Review of important documents

a) Review of Asset Register

This was updated at the March meeting, and no additions needed to be made.

b) Review of Insurance cover

This was updated during April by the Clerk and ratified at the May meeting. Nothing has changed.

14.20 Review of policies and any amendments needed

a) Standing Orders – finalized at the May 2020 meeting

b) Remote Standing Orders – agreed at the May 2020 meeting

c) Financial Regulations – agreed at the May 2020 meeting

d) Complaints Procedure – agreed at the November 2019 meeting

e) Equality Policy – agreed at the November 2019 meeting

f) General Privacy Policy – agreed at the June 2019 meeting

g) Publication Scheme – agreed at the June 2019 meeting

No updates to the policies were suggested. All policies are on the website. These are standard policies which are provided by YALC, and meet the statutory requirements. They are revised as and when the law changes, and the Clerk brings these revisions to the attention of the WCC.

However, we need to consider adding others, such as a media policy, which the Clerk can add to June meeting agenda to be discussed

15.20 Review external key local stakeholders

- a) To review key local stakeholder organisations WCC regularly engages with;
- (i) Harworth Estates – Clerk meets with every other month
 - (ii) Waverley Residents Association – on the monthly meeting agenda
 - (iii) Well Rotherham – attend the meetings every 1-2 months, with dialogue in between
 - (iv) RMBC – Bob Walsh, Nigel Simpson, Lisa Brooks - Ward Councillors are invited to every meeting, and we approach Lisa at RMBC, who looks after all the planning matters in Waverley, when pertinent.
 - (v) The Land Trust – initially met face to face, moved to a good dialogue by email and phone
 - (vi) AMP Occupiers Forum – not reached out to them in a while. Clerk to take forward
 - (vii) Police engagement – stretched on resources. They engage with WCC when they need to.
 - (viii) Public transport / SYPTTE – meetings outside COVID-19 every other month. Cllr Adshead was interested in attending when

Others to consider are: PACES, which Cllr Ross wished to engage with, Waverley Junior Academy, which we do engage with and invite a governor to attend monthly. The Events Team need to be included on the review list.

16.20 Agenda Items for Annual Meeting's

- (a) To agree items for inclusion on the agenda of the next meeting

It was agreed that the agenda was complete and no further items needed to be added to this agenda.

The meeting closed at 7.41pm

Signed

Chair