

**MINUTES OF THE MEETING OF WAVERLEY COMMUNITY COUNCIL HELD VIRTUALLY ON WEDNESDAY 2  
DECEMBER 2020 AT 7.00PM**

**Present:** Councillors Jamie Baggaley (Chair), Neil Adshead, Laura Ross plus Rachel Graham, Clerk to the Council.

**In Attendance:** Ward Councillors Walsh and Simpson, Leesa Tingay-Price (Events Team)

	<b>Item</b>
202.20	<b>Apologies and Reasons for Absence:</b> Apologies were received from Councillor: Allen-Miah and Venkana. The reasons provided were accepted. Cllr Narra was not in attendance.
203.20	<b>To confirm the Community Council Meeting minutes of Wednesday 4 November.</b> The minutes were confirmed as a true and correct record.
204.20	<b>Confidential Items:</b> a) To identify any agenda items from which the press and public should be excluded due to the confidential nature of the business to be discussed.
205.20	<b>Declaration of Disclosable Pecuniary and Other Interests:</b> 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 any requests for dispensations made by Councillors to take part in discussions and votes where they have declared disclosable pecuniary interests. Clerk to decide
206.20	<b>Matters Arising:</b> The Clerk provided an update on actions since the previous meeting; <ul style="list-style-type: none"> <li>• Bin off Rowsley Drive missing, it has not been repositioned elsewhere. Clerk will ask RMBC for a replacement dual purpose bin.</li> <li>• Website – an accessibility app has been added to the website. It includes features like changing screen colour, text size etc, but does not address PDFs. It is a proportionate change for the size of the council. Meeting recordings cannot be uploaded straight onto the website as there are size constraints. Clerk will need to look at hosting on youtube, or other free websites. Still need to seek more quotes from website designers</li> <li>• Garden Room Terms of Reference - still need to disseminate</li> <li>• A VAT return was posted to HMRC in 13 November and a refund of £266 is expected.</li> <li>• WJA bicycle shelter. RMBC are hoping to have additional funding in the new financial year to support schools with cycle and scooter storage</li> </ul> <p>Cllr Adshead reported that the Rotherham Transport User Group meeting was very informative, but not necessarily for the WCC to habitually attend.</p>

207.20	<p><b>Ward Councillor Reports</b></p> <ul style="list-style-type: none"> <li>a) Councillor Simpson reported that COVID duties are impacting on service delivery. Additional support is being given to low-income families.</li> <li>b) Cllr Walsh emphasized that there is COVID money available from central government for businesses and separate schemes for individuals.</li> </ul>
	<p><b>Public Comments and Questions</b> <b>A period of 15 minutes will be set aside for comments or questions from members of the public</b></p>
208.20	<p><b>Waverley Events Team:</b></p> <ul style="list-style-type: none"> <li>a) Xmas events update <ul style="list-style-type: none"> <li>– Advent windows have started</li> <li>– Letters to Santa are being received</li> <li>– The best decorated house competition has been launched</li> <li>– The Christmas Elves will be out and about on Saturday</li> <li>– There is an electricity supply issue to the Xmas tree in Central Park, which has been raised with LandTrust.</li> <li>– This year more emphasis has been on the Tideswell area, which is now looking exceptionally festive</li> <li>– The Council thanked the Events Team for all of the hard work in keeping everyone involved and their spirits raised in a difficult year.</li> </ul> </li> </ul> <p><i>19:33 L Tingay-Price left the meeting</i></p>
209.20	<p><b>Residents Association</b> 21.20 Update on residents' issues <i>No-one in attendance</i></p>
210.20	<p><b>WCC and the Community Garden Room</b></p> <ul style="list-style-type: none"> <li>a) Update on project including funds and planning <ul style="list-style-type: none"> <li>– £2700 has been received from Ward Cllr Walsh and colleagues towards the Garden Room</li> <li>– The Planning Application has yet to be submitted</li> <li>– The Chair of Waverley Buds is now Kate Stark</li> </ul> </li> </ul>
211.20	<p><b>Finance Matters:</b> To provide an update on External Auditors report and next years timetable</p> <ul style="list-style-type: none"> <li>i. Salary costs erroneously contained some admin costs</li> <li>ii. The Risk Assessment was completed but in the next reporting year.</li> <li>iii. This year's timetable was different because of COVID. The usual timetable of a sign-off in June and submission before 1 July will apply</li> </ul> <p>b) To monitor the budget against income and expenditure There is £29,344.05 in the current account (excluding Ward grant) and £18,0003.60 in reserve account.</p> <p>c) To approve the bank reconciliation to 31 November 2020</p>

	<p><b>Resolved:</b> the bank reconciliation is accepted.</p> <p>d) To approve Clerk's additional hours <b>Resolved:</b> Additional hours approved. <b>Carried</b></p> <p>e) To approve SLCC cost Membership is £185 across 2 councils, so 50% payment <b>Resolved:</b> cost of membership approved. <b>Carried</b></p> <p>f) To approve PKF Littlejohn invoice of £240 <b>Resolved:</b> Costs for the external audit approved. <b>Carried</b></p> <p>g) To approve payment of invoices presented <b>Resolved:</b> Payment of invoices approved. <b>Carried</b></p> <p>h) To discuss the draft budget <b>Resolved:</b> More information on the baseline, constituted groups and pension costs to be provided ahead of the next meeting. <b>Carried</b></p>
212.20	<p><b>Harworth meeting</b></p> <p>a) To discuss items to include on the agenda <b>Resolved:</b> school zebra crossing, bollards and Bradfield way to be added to the agenda. <b>Carried</b></p> <p>b) To agreed attendees <b>Resolved:</b> Chair, Cllr Adshead and Clerk will attend. <b>Carried</b></p>
213.20	<p><b>Training</b></p> <p>a) To agree any training requests <b>Resolved:</b> Clerk to attend s137 training. <b>Carried</b></p>
214.20	<p><b>Staffing matters -</b></p> <p>a) To provide update on staffing meeting <b>Resolved:</b> Chair to organize meeting. <b>Carried</b></p> <p>b) Screen equipment assessment <b>Resolved</b> clerk to complete ahead of January meeting <b>Carried</b></p> <p>c) Annual leave and Xmas. <b>Resolved.</b> Clerk will take leave 23-29 inclusive <b>Carried</b></p>
d)	<p><b>Agenda Items for the Next Meeting</b></p> <p>a) To agree items for inclusion on the agenda of the next meeting Budget Review of policies for 2020-21</p>

The date and time of the next Parish Council meeting is 7.00pm on 6 January 2021.  
The meeting closed at 20:13.