

# Elm Parish Council

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## Minutes of the extraordinary meeting of Elm Parish Council held remotely on Thursday 23 July 2020 commencing at 6.30pm

Meetings of the Parish Council are recorded by the Clerk to aid the Clerk with minute taking.  
The recording is destroyed once the minutes are agreed.

Present: Cllrs Brand (Chair), Butcher, Cotterell, Dalliday, Feaviour, Ferguson and Griffiths,  
and the Clerk, D Gibbs

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| 056/20 | <b>Apologies for Absence</b><br><i>Apologies for absence were received and approved for Cllrs Bunting and Milham.</i>  |
| 057/20 | <b>Members Code of Conduct</b><br>The Chair reminded members of the need to submit to the Monitoring Officer at Fenland District Council, via the Parish Clerk, any changes to the content of their Register of Member Interests forms.  |
| 058/20 | <b>To receive Declarations of Disclosable Pecuniary Interest regarding items on the agenda</b><br>Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012. Members were reminded that all dispensation requests must be made to the Clerk prior to the meeting and that unless the member has obtained a dispensation, he or she cannot discuss or vote on the matter and must leave the room whilst the matter is being debated or voted on.<br><i>There were no declarations of disclosable pecuniary interest relating to items on the agenda.</i><br><b>To receive Declarations of Non-Disclosable Pecuniary Interest or a Non-Pecuniary Interest</b><br><i>There were no declarations of non-disclosable pecuniary interest or a non-pecuniary interest relating to items on the agenda.</i>   |
| 059/20 | <b>Financial Matters</b><br>Members considered the internal audit report and agreed the following actions: <ol style="list-style-type: none"><li>1. Identify training opportunities for councillors to enhance their ability to perform all of their functions</li><li>2. Ensure that the new Clerk, when appointed, has access to training opportunities</li><li>3. Replace "Matters Arising" on the agenda with specific items for discussion</li><li>4. Improve the recording of interests declared by members</li><li>5. Continue to investigate the discrepancies in the asset register</li><li>6. Review all policies and procedures by 31 March 2021</li><li>7. Document up-to-date risk assessments by 31 March 2021</li><li>8. Consider and agree future capital projects</li><li>9. Redefine reserves to align with spending plans</li><li>10. Include income received on agenda</li><li>11. Address all minor issues relating to the accounting spreadsheet, bank statements etc</li></ol> <i>Members resolved to approve the internal audit report and thanked the auditor, Terry Jordan, for providing such an in-depth analysis of the Council's work.</i> |
| 060/20 | <b>Close of Meeting</b><br>The meeting closed at 7.40pm  |