

Additional Information for Ordinary Meeting 27th July 2021

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| 8 | c | SID |
| | i | <p>SCC has completed all the works required to allow position of a SID. The Clerk did has to chase them to ascertain this.</p> <p>The Clerk has requested that Peter Watson and Cllr Watkins produce a risk assessment for using the SID (to include moving it between locations, and mounting/unmounting).</p> |
| | ii | See Working_Together_To_Reduce_Speed_Feb_2021 pages 11-14 for the relevant agreement. |
| | iii | See SIDproducts.pdf for costing of viable products, and reasoning behind them - as supplied by Peter Watson. |
| | iv | As a minimum the Clerk recommends that hi-viz jackets/vests are required. The risk assessment |

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| 9 | Clerks Report on Matters Arising From Previous Meetings |
| <p>Clerk is still awaiting information from RVHMC on who they perceive to be the owner of the Village Hall. Without this information furtherance of the responsibilities document cannot happen.</p> <p>Clerk has arranged with Communities Grants officer to meet and view the installed STW, as final actions on their provision of the grant towards it.</p> <p>Clerk has signed up to <i>A Guide to Broadcasting Council Meetings: Mini Summit from CloudyIT</i>. They will not be attending, but by signing up they will be sent a copy of the meeting, which can they be distributed to councillors.</p> <p>The internal audit has been completed and will be presented later in the meeting. Due to the increased level of money council had for the financial year in question, the audit was actually more costly than budgeted for.</p> <p>In accordance with Financial Regulations, the Clerk in conjunction with the Chairman approved the expenditure for councillor training to the value of £120.</p> | |

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| 10 | Financial | | | | | | | | |
| a | To receive and approve financial reports | | | | | | | | |
| i | <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Receipts</td> <td style="width: 40%;">Payments</td> </tr> <tr> <td>Banking Interest - £0.52</td> <td>SARS - £100</td> </tr> <tr> <td></td> <td>4PM - £100</td> </tr> <tr> <td></td> <td>SALC - £120 (as noted in Clerk's report)</td> </tr> </table> | Receipts | Payments | Banking Interest - £0.52 | SARS - £100 | | 4PM - £100 | | SALC - £120 (as noted in Clerk's report) |
| Receipts | Payments | | | | | | | | |
| Banking Interest - £0.52 | SARS - £100 | | | | | | | | |
| | 4PM - £100 | | | | | | | | |
| | SALC - £120 (as noted in Clerk's report) | | | | | | | | |
| ii | See CIL-July2021.pdf | | | | | | | | |
| iii | See BankReconciliation-July2021.pdf | | | | | | | | |
| | This document has been seen by Cllr Watkins, and agreed to be accurate. | | | | | | | | |
| iv | See BudgetToActual-July2021.pdf and ReservesJuly2021.pdf | | | | | | | | |
| d | <p>Payments to be authorised</p> <p>Salary - £255.98 (June) + £235.20 (July) = £491.18 Home as Office - £20 Heelis&Lodge - Internal Audit - Inv No, HLD204 - £140 SALC - Membership - Inv No. 24561 - £273.45 SALC - CommunityTwo-way Comms Training - Inv No. 24917 - £30 SALC - New Councillor Training - Inv No. 24906 - £180</p> <p>Note the June salary includes the additional hours for the Health and Safety policy creation at the last meeting.</p> | | | | | | | | |

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| 11 | Planning Applications |
| a | See PlanningCommitteeTOR.pdf in doc pack. |
| b | See PlanningComments.pdf in doc pack for the criteria that Council can consider when making a comment. |

RPC Annual Meeting – additional information to support agenda

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| 12 | Village Hall Car Park |
| a | To receive update on the repair work |
| | <p>AEWhite have been contacted and the target date for the work is 3rd August 2021, though I have yet to hear confirmation from them after saying that date is OK.</p> <p>As of this time (20/07/2021) they have not provided evidence of PLI cover. If this cover is not presented, and deemed suitable, then they will not be able to go ahead with the works.</p> <p>I will have resent a request reminding them to provide the PLI cover by the time of this meeting.</p> |

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| 13 | Internal Controls |
| a | <p>See Ringshall PC HandL report 2020 to 2021 .pdf in docs pack</p> <p>Council should not the following recommendations:</p> <ul style="list-style-type: none"> • Recommendation (1): To ensure that VAT is reclaimed back from HMRC and minute the action taken. • Recommendation (2): To include reference to the council's GDPR Policy in the Council's Risk Assessment. The Clerk would note that this as also a recommendation on last years internal audit. • Recommendation (3): To review Fidelity Cover in line with the recommended guidelines of year end balances plus 50% of the precept. • Recommendation (4): When applicable, the council's response to the Internal Audit recommendations should be contained in the minutes of the meeting. |
| b | The Clerk would question why the internal audit did not pick up on the lack of a councillor responsible for reviewing the internal control systems. |
| c | Cllr Watkins has indicated that he would be happy to perform this role, and indeed has done so for the reconciliation for this meeting. Council should officially recognise this though. |
| d | Currently Council does not have anyone in this position at present, as required by the internal controls policy. The Clerk would recommend that Cllr Watkins would be best suited to this role. |

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| 14 | Asset Register |
| a | <p>See AssetRegister-July2021.pdf in the doc pack for the asset register.</p> <p>The main change from the last asset register is the addition of the STW.</p> |
| b | The Clerk will under take checks on the day of the meeting, and create a report that day for submission to Council. |

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| 15 | Play Area |
| b | See PlayAreaWorkingPartyTORV1.0.pdf in doc pack |

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| 16 | Neighbourhood CIL |
| No proposals received by the Clerk at the time of writing. | |

RPC Annual Meeting – additional information to support agenda

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| 17 | To review and approve the following policies | |
| | | See StandingOrders-v2.2-draft.pdf - change bars have been used. Alteration to notification terms for planning applications. |
| | | See ApologiesV1.0-draft.pdf - see the background section of doc for explanation of why it has been created |

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| 18 | Footpath WardenFootpathWarden-TORV1.0 | |
| | a | See FootpathWarden-TORV1.0.pdf in the doc pack. This has also been distributed for the last meeting, and subsequent to that meeting. |
| | b | See TreeWarden-TORV1.0-draft in the doc pack. |

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| 20 | Miscellaneous Reports | |
| | a | i See RVHMCAnnualReportMay2021.pdf in doc pack. |
| | | ii See PCCAnnualReportMay2021.pdf in doc pack. |
| | | iii No report has been received by the Clerk. Further to this, the Clerk did contact the person who used to provide the report to see if/when it would restart. They pointed the Clerk at the Co-Chairs. The Clerk emailed the Co-Chairs, but as of this date, has not had any response at all to the email. |

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| 21 | Queens Platinum Jubilee | |
| | b | See JubileeCelebrationWorkingPartyTORV1.0.pdf in doc pack. |

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| 22 | Internet Enabled Meetings | |
| | b | Clerk recommends as a minimum a good multi-directional microphone, and a wide angle camera. The Clerk needs to use the current laptop to run enable Zoom meeting, therefore it cannot be used to run a camera facing council as it is connected using USB. There are limits to the length of USB cable that can be used. Therefore the Clerk advises that a WIFI, or Bluetooth enabled camera is purchased. As the Clerks sits near council, a mic connected by USB to the Clerk's computer is probably OK. The Clerk has not spent anytime looking at viable solutions for camera or mic at this time. |