

## Brenchley and Matfield Parish Council

### Record of Actions from 1<sup>st</sup>-30<sup>th</sup> April 2020

This record of actions will be formally signed by the Chairman at the next convened meeting. Detail on any of these actions may be obtained from the Clerk on request.

**Actions taken by the Clerk or Chairman, an additional Councillor having been consulted where appropriate, under the terms of the Scheme of Delegation agreed by the Parish Council via email on 31<sup>st</sup> March 2020:**

Action number	Date	Additional Cllr	Detail of Action taken
SD - 01	1.4.20	GS	Text of a notice agreed to be erected at Cinderhill by TWBC to discourage cars and congregating.
SD - 02	1.4.20	LB	Installation of Licence for Microsoft Office Home and Business 2019 and Norton Anti-Virus on Clerk's Laptop
SD - 03	3.4.20	TdG	Receipt of Bank reconciliation to Year End 31 <sup>st</sup> March 2020 in advance of Accounts Shutdown and Internal Audit
SD - 04	3.4.20	LB	Download of Zoom Video-Conferencing software
SD - 05	6.4.20	KS, TdG	Circulation of Annual Return (AGAR) documents to Finance Committee for scrutiny prior to the Annual Audit
SD - 06	28.4.20	LB	Receipt of Information on a Fundraiser for the Primary Care Network for publication on the Parish Website
SD - 07	29.4.20	TdG, KS	RFO - Circulation of detail of insurance claim for the reinstatement of the Bus Shelter
SD - 08	30.4.20	GW	Agreement of text of formal letter to resident regarding encroachment on Council land at Porters Field

**Actions taken by the Clerk or Chairman after consultation with the Full Council by email under the terms of the Scheme of Delegation agreed by the Parish Council via email on 31<sup>st</sup> March 2020:**

Action number	Date	Cllrs in favour	Detail of Action taken
PC - 01	1.4.20	KS, CW, TdG, GS	Clerk - Approval of Minutes of the Full Council Meeting of 2 <sup>nd</sup> March 2020
PC - 02	1.4.20	TdG, KS, CW, LB	RFO - Approval to the setting up of Direct Debits for utility payments
PC - 03	3.4.20	CW, GS, TdG, GW, LB, KS	Clerk - Planning comments submitted per recommendation from Planning Lead
PC - 04	3.4.20	CW, TdG, LB, GW, KS, GS	Clerk – Membership of Planning and Finance Committees
	6.4.20		Clerk – Following circulation by Cllr. Butler, the Clerk submitted the BMPC response to TWBC consultation on the Local Connection Test for the Self-Build Register
PC - 05	10.4.20	CW, TdG, GS, KS, LB	Request for funding from Brenchley Ready Call to subsidise the provision of meals
PC - 06	9.4.20	CW, KS, GW, LB	Parish Reserve Fund Distribution – Agreement to receive funding from TWBC to establish a “Hardship Fund” managed by each Parish.
PC - 07	16.4.20	GW, LB, GS, CW, KS, TdG	Clerk - Planning comments submitted per recommendation from Planning Lead

PC - 08	21.4.20	TdG, KS, GS, CW	Circulation and confirmed receipt of Risk Assessments for Finance and Governance and draft Land and Events Risk Register
PC - 09	23.4.20	TdG, GS, CW, KS	Circulation of Finalised Year End Internal Audit Report and Findings
PC - 10	24.4.20	KS, GS, TdG, CW	Extension of probation period for RFO to 1 <sup>st</sup> August 2020
PC - 11	27.4.20	CW, GS, TdG, KS, LB	Review of Website charging Policy for re-adoption unamended
PC - 12	29.4.20	TdG, KS, CW, LB, GS, GW	Review of Code of Conduct for re-adoption unamended
PC - 13	29.4.20	GS, TdG, CW, LB, KS, GW	RFO – Circulation of Accounts Payable for April 2020 with supporting invoices

Signed by the Chairman:

Date:

DRAFT