

FAIRLIGHT PARISH COUNCIL

Website: www.fairlight.org.uk

Clerk: Mrs Pauline Collins

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Minutes of Full Council Meeting held on Tuesday 28th April 2020 via Zoom

NOTE

The agenda was circulated to the Parish Councillors and posted on the Fairlight Village Website prior to the meeting date.

Due to the Covid-19 lockdown this meeting was held virtually via Zoom. Questions were requested from the Public prior to the meeting

Present: Councillors – Mr D Shortman (Chair) Ms I Horsley, Mr S Leadbetter, Ms C Slack, Mr S Stewart, Mr G Smith, Mr D Greenup District Councillors – Mr A Mier and Mr R Bird Also, Parish Clerk Mrs P Collins

20056 Apologies for absence

Cllr D Richards and County Cllr C Maynard

20057 Code of Conduct and Disclosure of Interests

Interests were declared in respect the agenda item 8 - grant applications

Cllr D Shortman – Fairlight Nursery, Cllr S Leadbetter – Fairlight Gardening Club and Cllr G Smith – Activate Youth Club

20058 Public questions in respect of items on the agenda

A resident raised a question about the size of grant applied for by St Andrews Church

20059 County and District Councillors reports

Cllr Bird and Cllr Mier reported that RDC have been sending out weekly updated about the Covid-19 situation. RDC staff are working from home where possible. The Planning Committee and application consideration have been put on hold. RDC are administering relief and small business grants scheme. The garden waste bin collection service has been suspended due to staffing levels. The proposed price rise to residents for this service to £40 has been reconsidered and will remain at £35 for current users but £40 for new customers.

20060 Minutes of meeting held on Tuesday 24th March 2020

The minutes having been distributed prior to the meeting and made available to the Public at the meeting, were approved, and signed by the Chairman as a correct record.

20061 Matters arising from the minutes not otherwise on the agenda

None

20062 Financial matters

(a) To retrospectively approve additional hours for the Clerk (Chair)

Resolved to approve and pay the additional hours.

(b) To consider and approve schedule of payments and receipts for April 2020

Resolved to approve the schedule of payments and receipts for April 2020

(c) To consider and sign the monthly bank reconciliation. (Vice chair to sign at a later date)

The Clerk reported on the bank reconciliation and will be signed at a later date.

20063 Grants and donations 2020/21

- (a) **To discuss and approve grant applications from Activate Youth Club, Fairfest, Fairlight History Group, Fairlight Playgroup, Fairlight Village Hall, MOPPS, St Andrews Church, Village Website, and Fairlight Gardening Club.**

It was noted that the application from Fairfest had been withdrawn as the event will not be taking place in 2020. In response to the resident's question re St Andrews – A grant is paid to assist with the maintenance of the graveyard where Fairlight residents are buried and can be buried in the future **Resolved** to pay grants as suggested by the grants panel (Table below).

- (b) **To approve donations to Victim Support, Pett Level Rescue Boat, John Lutman Award and Christmas Lights Competition charity donations.**

Resolved to pay donations as suggested by the grants panel (Table below).

20064 To note the cancelled meetings and other items affected by Covid-19 situation

- (a) **Parish VE Day celebration – Friday 8th May 2020 – cancelled (plaque received)**

The plaque has been received and installed in the Village Hall. An article for the FRA and the Hastings Observer will be submitted. Permission has been given for the local branch of the Royal British Legion and the Fairlight Gardening Club to dress the Circle. It was suggested that a donation be made to the local branch of the Royal British Legion.

Resolved to make a donation of £100 to the local branch of the Royal British Legion

- (b) **Parish Assembly - Wednesday 20th May 2020 – cancelled (can be deferred to a later date if necessary inc John Lutman Award)**

It was noted that the Parish Assembly will be cancelled. The John Lutman Award will be launched at a later date.

- (c) **Faircomm meeting – Wednesday 13th May 2020 – cancelled**

It was noted that the Faircomm meeting – Wednesday 13th May 2020 will be cancelled

- (d) **Parish Council AGM – Tuesday 28th May 2020 – Selection of Chair and vice chair, allocation of duties, policy and procedure reviews etc – decisions to be deferred to a later meeting**

The Parish Council AGM will be postponed. The Chair and Vice Chair will remain in post until this meeting is held. Councillors will continue their specific duties. Policies, practices and GDPR documents review and adoption can be delayed.

- (e) **Year- end accounts – Sign off and audit deferred until June/July 2020**

The sign-off of the year end accounts for 2019/20 has been deferred to June/July 2020 or until the lockdown restrictions on gatherings are lifted. The Government have issued a Statutory Instrument (2020 No 404 The Accounts and Audit (Coronavirus)(Amendment) Regulations 2020) to allow the Parish Council AGM to take place no later than 31st August. The internal auditor has arranged a Zoom meeting with the Clerk for 12th May. The external auditor will not accept any accounts until after the lockdown as the AGM needs to take place as a physical meeting rather than virtual.

- (f) **Grant application made to Sussex Crisis Fund for £1500 – to cover extra hours, additional volunteer costs etc**

A grant has been received for £1500. This will be used to cover the Clerk's extra hours, printing costs of leaflets/letters etc in respect of Covid-19. Records will be kept of expenditure.

20065 Correspondence

All correspondence has been circulated to the Councillors prior to the meeting and was available to the Public at the meeting.

20066 Close of meeting

Meeting closed at 7.30 pm

20067 Date of next meeting – Tuesday 26th May 2020 - 7.00 pm at Fairlight Village Hall (to be reviewed)

Open forum

Five members of the public had joined the meeting but there were no questions

Signed _____
(Chair)

Dated _____

SCHEDULE OF RECEIPTS AND PAYMENTS FOR APRIL 2020

PAYMENTS	Date	Payee	Gross	Net	VAT	Details
DIRECT DEBITS						
DD		EE	22.36	18.63	3.73	Mobile phone inv V01739726988
CHEQUES						
Cheque no						
		Pauline Collins	xxxx	xxxx	xxxx	Salary - April 2020
		Pauline Collins	xxxx			Expenses - April 2020
				xxxx	xxxx	Livedrive Internet Ltd Cloud Storage inv 5771683
				xxxx	xxxx	Viking Payments Stationery - inv 835613N
				xxxx	xxxx	Viking Payments Stationery - inv 816367N
				xxxx	xxxx	Viking Payments Stationery - inv 898803N
				xxxx	xxxx	Viking Payments Stationery - inv 966851
				xxxx	xxxx	Viking Payments Stationery - inv 646384
				xxxx	xxxx	Viking Payments Stationery - inv 56154
				xxxx	xxxx	Viking Payments Stationery - inv 56153
		Val King	xxxx	xxxx	xxxx	Salary - April 2020
		Tanya Robertson	30.00	30.00	0.00	Bus Shelters - 2020/04
		Fairlight Village Hall	46.00	46.00	0.00	Hall hire -March 2020
		BriggsPriestley	254.40	212.00	42.40	VE day plaque inv 58114
		ESALC Ltd	623.07	623.07	0.00	ESALC & NALC subscription 2020/21 inv 720
		East Sussex County Council	1802.40	1502.00	300.40	Additional grass cutting 2020/21 inv 8005061245
		Rother District Council	1248.00	1040.00	208.00	Dog bin emptying 2020/21 inv 85459519
CANCELLED CHQS						
2379	24/03/2020	Viking Payments	-36.98	-30.82	-6.16	Stationery - inv 835613CR
2380	24/03/2020	Viking Payments	-88.45	-73.71	-14.74	Stationery - inv 816367CR
2383	24/03/2020	Viking Payments	-27.98	-23.32	-4.66	Stationery - inv 898803CR
		Viking no longer taking cheque during Covid-19 situation				
		TOTAL	5865.06	5260.58	604.48	

Once the grant amounts have been agreed cheques will be raised and sent out in early May 2020

GRANTS AND DONATIONS 2020/21

BUDGET	£8,000.00	Grants
	£75.00	Christmas Lights Prize
	£150.00	John Lutman Award
	£8,225.00	

ORGANISATION	AMOUNT REQUESTED 2020/21 £	AMOUNT TO BE PAID 2020/21 £
GRANTS		
Activate	800.00	800.00
Fairfest	500.00	Application withdrawn due to event not taking place in 2020
Fairlight History Group	300.00	150.00
Fairlight Playgroup/nursery	1000.00	1000.00
Fairlight Village Hall	2000.00	1500.00
MOPPS	1750.00	1000.00
St Andrews Church graveyard	1800.00	900.00
Village website (J O'Reilly)	193.01	193.01
Fairlight Gardening Club	150.00	135.00
Sub Total	8493.01	6178.01
DONATIONS		
Brighter Fairlight	75.00	75.00
John Lutman Award	150.00	150.00
Victim Support	50.00	50.00
Associations of Carers	0.00	0.00
Pett Level Rescue Boat	250.00	250.00
Rye Harbour Nature Reserve	500.00	0.00
Sub Total	1025.00	525.00
TOTAL PAID	9518.01	6203.01