

# BURSTALL PARISH COUNCIL

## Minutes of the extraordinary meeting held on 26 June 2020 at 7.32pm

Present: Cllr Gasper (Chairman), Cllr Cooper (Vice-Chairman), Cllr Burchnall, Cllr Kerrison, Cllr L. Raby, Cllr K. Raby, Cllr Rawlings, Cllr Smith

In attendance: Mrs S Frankis, Clerk & RFO to Burstall Parish Council

This meeting was held remotely in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The meeting was chaired by Cllr Gasper.

Cllr Gasper welcomed Mrs S Frankis as the new Clerk & RFO to Burstall Parish Council.

### 1 To RECEIVE Apologies for Absence

The Council resolved to receive the apologies from Cllr Fiske and Cllr Catlin for their absence due to personal circumstances.

### 2 To RECEIVE Declarations of Interest or to APPROVE such Dispensation Requests

None were received.

### 3 To AGREE the Certificate of Exemption – AGAR 2019/20 Part 2

The Clerk had circulated scanned copies of the Certificate of Exemption, a copy of the bank statement as at the year end, the year end bank reconciliation and the year end schedule of payments and receipts to the Council, prior to the meeting.

The Council unanimously agreed that Burstall Parish Council met the criteria which allows it to sign a Certificate of Exemption.

**ACTION: The Clerk shall email a signed copy of the Certificate of Exemption to PKF Littlejohn LLP and publish a copy on the Council website.**

7.36pm Cllr Kerrison joined the meeting.

### 4 To RECEIVE any Matters Raised by Members

Cllr Gasper advised that the next Parish Council meeting, scheduled to be held on 13 July 2020, will be held in the grounds of the village hall, weather permitting.

7.40pm Cllr Cooper left the meeting.

Cllr Raby reminded the Council that £200 had been earmarked for the 2020 VE Day celebrations. As all events had been cancelled, the funds shall remain in the reserve account.

Cllr Gasper advised the Council that he had received an email from the previous Clerk. Cllr Kerrison agreed to pass on the final payment due to her.  
Cllr Gasper thanked Cllr Kerrison, on behalf of the Council, for his undertakings dealing with the handover of the clerk's work.

There being no other business, the meeting was closed at 7.49pm.

Signed .....

Date: 13 July 2020

Sue Frankis, Clerk to the Parish of Burstall  
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