



Landford Parish Council

Minutes of the Extraordinary General Meeting held on 30 September 2020 at 7:00pm

Held by video conference (in order to protect the health and safety of councillors and members of the public during the COVID-19 'Stay at Home' government directive)

Councillors present: Nik Bishop (NB) – Chair, David Wilson (DW), Ken Parker (KP), Glen Keirl (GK), John Bonney (JB), and Joy Proctor (JP)

Plus: Melanie Camilleri (MC) – Clerk/RFO and one member of the public

123/20 **Apologies for Absence:** Geoff Hewson (GH)

124/20 **Declarations of interest:** None

125/20 **Minutes** of the Parish Council Meeting held on **09 September 2020** were approved and signed

126/20 **Finance**

The Finance Working Group presented their recommendations on:-

- a. costings of projects and allocation of spend for 2020/21,
- b. purpose and aim of the Capital Development Fund,
- c. purpose and aim of the Contingency Fund,
- d. purpose and aim of the NML Reading Room Maintenance Reserves Fund
- e. reserves policy using a risk-based approach

NB proposed, seconded by JB and resolved unanimously:-

- revised mid-year allocation within the 2020/21 budget be approved
- Contingency Fund allocation for 2020/21 is £5,000
- NML RR Maintenance Reserves Fund for 2020/21 is £8,000 (funds currently held by the NML RR Management Committee)
- Capital Spend Reserves Fund for 2020/21 is £22,000
- Leaving an Operational Reserves forecast @ end 2020/21 of 8.23 months

MC to prepare a draft 2021/22 Budget at the Parish Council Meeting 14 October.

127/20 **Date of the next meeting**

The next **Landford Parish Council** meeting will be held on **Wednesday 14 October 2020 at 7:15pm** by **Video Conference**

Being no further business, NB closed the meeting at 7:47pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING