

March Town Council

Minutes of the Annual Assembly of March Town Council that took place at 7.15pm on Monday 20th April 2020 via “Skype”.

Present	Councillor	K French	Deputy Town Mayor
	Councillors	CK Elkin R Jack G Tustin	J French MW Purser RW White
	Town Clerk		C Lemmon

Public / Press No members of the public or press (although it was offered within the agenda notice) had requested permission to access the MTC “Skype” group to witness proceedings.

To allow the meeting to take place via “Skype”, and as agreed at the previous meeting, Standing Orders are suspended until such time as the coronavirus epidemic abates.

12 Introduction

The Deputy Mayor welcomed Councillors to the Annual Assembly.

13 Apologies for Absence

Apologies were received from Councillors Skoulding, Court and Johnson.

14 Minutes of the Annual Assembly held 15th April 2019

The minutes of the 2019 Annual Assembly, as previously circulated, were accepted by the meeting.

15 Matters Arising from the above Minutes

There were no matters arising.

16 Report of the Town Mayor for 2019 / 2020 and the Mayor’s Charity Donations

The Mayor’s report (presented by the Town Clerk) was accepted by the meeting and is attached to these minutes as Appendix A (2 pages).

It was also noted that the Mayor had distributed ten cheques during the year totalling £3,800.00p to his chosen charities from monies raised in his Mayor’s Charity Account (see details in Appendix B – 1 page).

17 Written Report of the Town Clerk for 2019 / 2020

The written report of the Town Clerk, as previously circulated, was accepted by the meeting (see Appendix C – 3 pages).

18 Affirmation re Mayor's Allowances

Since the Mayor, Councillor Robert Skoulding, was unable to attend the meeting, the Town Clerk affirmed that the Mayoral expenses received during his year of office and totalling £3,150.00p had been fully expended in the execution of his Mayoral duties. In fact, his whole allowance had been donated into his Mayors Charity Account.

19 Resolution to Approve the Annual Governance Statement

It was noted that the Personnel and Administrative Sub-Committee had undertaken a full review of the effectiveness of our systems of internal control on 3rd February 2020. It had also fully reviewed all general risks likely to be faced by March Town Council and all procedures included within the MTC risk assessment document. All the findings were ratified by Full Council later that same day.

Members re-affirmed their approval of the procedures adopted to satisfy themselves of the effectiveness of the systems of internal control currently in place.

Even though the document had not yet been received from the External Auditors, due to the coronavirus epidemic, the Annual Governance Statement was discussed in detail. The contents thereof were known from Statements received in previous years.

- a) Its contents were reviewed and agreed.
- b) It was proposed by Councillor K French and seconded by Councillor Jack, with all in favour, that its contents should be approved.
- c) The resolution to accept the requirements of the Annual Governance Statement was, therefore, unanimously approved.
- d) The Clerk and Chairman duly agreed to complete, sign and date such Statement as soon as it was received.

20 Resolution to Approve the Accounting Statements for 2019 / 2020

The Annual Accounting Statements for the financial year 2019 / 2020, as previously circulated, were presented to the meeting by the Responsible Financial Officer to allow full discussion by Councillors.

Following such discussions the following occurred:

- a) It was proposed by Councillor Jack and seconded by Councillor J French, with all in favour, that such Accounting Statements be approved.
- b) The resolution to accept the Accounting Statements for 2019 / 2020 was, therefore, unanimously approved.
- c) The Mayor, Councillor Skoulding, had previously duly agreed to add his signature to those of the Responsible Financial Officer on the following day. Social distancing guidelines would be followed and he would sign such documents within the café area of the Town Hall.

21 Open Forum

Since there were no members of the public present, no public forum could take place. As such, no questions or comments were raised.

The Deputy Mayor declared the meeting closed at 7.42pm, but invited anyone who so wished to remain for the Planning Meeting to follow.

Councillor K French..... 11th May 2020.
Mayor of March