

**CHARLCOMBE PARISH COUNCIL  
MINUTES**

OF EXTRAORDINARY MEETING HELD ON ON FRIDAY 3 JUNE 2020 AT 4PM  
REMOTE MEETING USING ZOOM

- 1) PRESENT -Councillors Chorley (Zoom), Macklin (Zoom), Howard (Speakerphone), Rippin (Zoom), Clerk Mrs Burke (Zoom)
- 2) APOLOGIES FOR ABSENCE - Councillors Bravin, Jarai, Jones
- 3) DECLARATION OF INTEREST - None
- 4) QUORUM - The Clerk confirmed that the meeting was quorate.

The Chairman explained that he had called the extraordinary meeting to confirm the following:

5) DOCUMENTS REVIEWED AND APPROVED

- a) The following documents have been reviewed and approved by all Councillors by email on the 13th and 14th of May 2020:
  - i) Asset Register
  - ii) Standing Orders
  - iii) Supplementary to the Standing Orders (Remote Meetings)
  - iv) Financial Report 2019-2020
  - v) Financial Regulations

6) CLERK'S SALARY

- a) The Clerk's salary has not been paid by the bank since the beginning of the 2020 financial year, despite a Standing Order form being completed and posted to the bank in March. The Chairman sought approval to pay the Clerk by cheque for April and May 2020's salary, and to raise further monthly cheques for the Clerk's salary until the bank has organised the Standing Order. The Clerk's salary for the financial year 2020/2021 had been reviewed and approved at the meeting held on 12th November 2019, minute reference 9.(c). Proposed by Cllr Chorley, seconded by Cllr Howard.
- b) Councillors had been notified of the meeting by email and Cllrs Bravin, Jarai and Jones, who were unable to attend the meeting, had expressed their agreement to pay the Clerk by cheque

7) EXPENDITURE

- a) The Chairman sought the Council's agreement for expenditure of funds in relation to the Internal Audit. The Council would like to give the Internal Auditor, Cary Course, a gift for carrying out the Internal Audit. An amount of £15 was agreed. Proposed by Cllr Howard, seconded by Cllr Rippin.
- b) Councillors had been notified of the meeting by e-mail and Cllrs Bravin, Jarai and Jones, who were unable to attend the meeting, had expressed their agreement to this expenditure.

Mrs A Burke  
Clerk to Charlcombe Parish Council  
15 May 2020

Signed..... (Chairman)  
Date.....