

COTHERSTONE PARISH COUNCIL

Governance Report

Author Responsible Financial Officer
Meeting date 13 May 2020

1. Review of policies

The policies which are to be reviewed can be accessed through the links in the list below. Should any councillor wish to receive a printed copy of any or of all the policies, then the Clerk can assist.

- [Standing Orders](#) (last reviewed July 2019)
- [Financial Regulations](#) (last reviewed September 2019)

2. Review of personnel/employment matters working group

In May 2019 the Council resolved that Cllrs Birkett, Hunter and Watson form the working group to deal with any personnel/employment matters.

3. Contracts and other arrangements

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| Grass Cutting – Cemetery | One-year contract for 2020 awarded to CA Stamp Grounds & Agriculture. |
| Grass Cutting – Cotherstone Greens and Klondike Allotments | One-year contract for 2020 awarded to AR Toward. |
| Hearse House | Let for storage to Cotherstone Village Hall and R Goldsbrough |
| Allotments | 11 allotments at Klondike – fully let 8 allotments at The Close – fully let Currently there are five people on the waiting list |
| Cotherstone Village Hall | The Parish Council has been making an annual contribution towards village hall running costs |
| Play@Cotherstone | The Parish Council has been making an annual contribution towards running costs associated with operating the play area |
| Northern Powergrid | The Parish Council receives a small income each year in respect of two wayleaves |
| Cotherstone Cemetery | The Parish Council owns and manages the Cemetery, has Cemetery Rules and Charges Schedule and works with local funeral directors and stonemasons as necessary |

4. Representation on or work with external bodies

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| Neighbourhood Plan | The Cotherstone Neighbourhood Plan group is an informal working group to which Cllrs Hunter and Birkett were appointed as Parish Council representatives |
| Cotherstone Village Hall | Cllr Watson is the Parish Council representative on the Village Hall committee. |
| County Durham Association of Local Councils | No representatives currently appointed |

5. Subscriptions to other bodies

The Parish Council subscription to County Durham Association of Local Councils for 2019/20 was £102.29; the subscription for 2020/21 will be £101.45.

A 10% share of the Clerk's 2020/21 subscription of £180 to the Society for Local Council Clerks is suggested, equating to £18.00 (compared with a 19% share in 2019/20, of £33.25).

6. Section 137 expenditure

Parish Council expenditure must be strictly in line with the powers the Parish Council has (eg. to provide allotments, to provide entertainment, to acquire or maintain land for public recreation), however, under Section 137 of the Local Government Act 1972 a Parish Council may spend every year up to a specified amount on anything which, in the opinion of the parish council is in the interests of the parish, or any part of it or is in the interests of all or some of its inhabitants (not individuals).

Expenditure during 2019/20 under this heading was zero.

7. Schedule of ordinary meetings

Should the Parish Council wish to continue meeting on the second Wednesday of the month, with no meeting held in August or December, the schedule of meetings would be as follows:

Wednesday 10 June 2020

Wednesday 8 July 2020

Wednesday 9 September 2020

Wednesday 14 October 2020

Wednesday 11 November 2020

Wednesday 13 January 2021

Wednesday 10 February 2021

Wednesday 10 March 2021

Wednesday 14 April 2021

Wednesday 12 May 2021 (Annual Meeting of the Parish Council)

All meetings to start at 7pm and to be held in Cotherstone Village Hall if possible, or if physical meetings are not possible, then via videoconference.

Recommendations

1. To resolve on any revisions or amendments to Parish Council Standing Orders and Financial Regulations.
2. To review the membership of the personnel/employment matters working group.
3. To review contracts and other arrangements with other local authorities, non-for-profit bodies and businesses.
4. To review representation on or work with external bodies and arrangements for reporting back.
5. To review the council's/staff subscriptions to other bodies.
6. To review of expenditure incurred under s.137 of the Local Government Act 1972.
7. To determine the time and place of ordinary meetings of the council up to and including the next Annual Meeting.