

Naunton Parish Council

Clerk's Report for Monday 15 March to Friday 17 July 2020 (Points numbered according to the minutes of the last meeting.)

4. **Minutes** and Clerk's Report were posted to the Naunton PC website.
7. **Planning applications**
C/20/00364/STC – Organisers decided not to visit Naunton due to NPC comments.

Other activity:

- A. **Insurance.** Clerk obtained quotes from 2 providers. As renewal date was 1 June, and no meetin could be held, Clerk decided to remain with previous provider with the same cover at a premium of £202.83 for a single year (£212.33 last year).

Community First	£202.83, includes all risks for river data logger, bench . . . Excess for property damage is £100 (theft, accidental damage), £250 (malicious damage, storm or flood, escape of water, falling trees or branches)
BHIB	£375.86 For similar coverage. Excess for property damage is £125. .
- B. Covid 19 response. Provided updates to Naunton newsletter and updated Naunton PC website as appropriate.
- C. Auditor's report. The auditor made some minor comment, including:
 - * Council should review investment and banking regularly. **Clerk can review other providers and report to Council.**
 - * Internal control policy to be reviewed (last reviewed 7/2017). **Clerk can include in next agenda.**
 - * Council did not review the external auditor's report. Review in future (if external auditor used)
 - * Council should adopt GDPR policies for staff, councillors and the public. **Clerk can use templates and circulate for approval.**
 - * Minutes to be initalled on all pages and signed on the final page.
 - * Agendas are not dated, do not have the correct summons and do not include reference to being open to the press and public **Clerk's note: The Auditor viewed agendas on the website, which are for the public.** Those issued to the councillors have the correct summons. However, Clerk should add date of issue on agendas.
- D. Accountability and Governance Reporting. Documents completed and internal audit carried out.
- E. Donations to Cotswold Friends – note that request has been received. NPC did not donate to Cotswold Friends in 19/20 (ony grant was £102 to RDA).
- E. Website accessibility regulations. Clerk has reviewed the website in light of new accessibility regulations coming into force on September 1 2020. The only action required is to include 'Alternative text' for photographs to help visually impaired visitors to the website.
- F. TRO from Nigel Moor. Clerk has investigated costs.