

Councillors,

You are summoned to the Annual Council Meeting of Tetford & Salmonby Parish Council which will be held on Wednesday 19<sup>th</sup> May 2021 in Hamilton Hall which starts at 7.30pm

Signed:

*Madeline Hoad*

Madeline Hoad, Parish Clerk  
**12 May 2021**

<b>AGENDA</b>
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1. **TO ELECT THE CHAIRMAN OF THE COUNCIL** – Council to receive nominations for Chairman, nominees to accept nomination; Council to elect the Chairman. Elected Chairman to sign Declaration of Acceptance of Office.
2. **TO ELECT THE VICE CHAIRMAN OF THE COUNCIL** – Council to receive nominations for Vice-Chairman, nominees to accept the nomination & Council to elect a Member as Vice-Chairman
3. **APOLOGIES** – Council to receive any apologies for absence & resolve acceptance.
4. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATION** – Council to consider any declarations of interest & requests for dispensation and resolve action to be taken.
5. **PERSONNEL COMMITTEE** – Council to elect two members to the Committee with responsibility for the Clerk.
6. **STANDING ORDERS** – Council to consider the document & resolve any action to be taken at this time or place on June agenda for attention.
7. **FINANCIAL REGULATIONS** – Council to consider the document & resolve any action to be taken at this time or place on June agenda for attention.
8. **RISK ASSESSMENTS** – Council to consider the Managing Document & resolve any amendments or place on June agenda for attention.
9. **ASSET REGISTER** – Council to consider the circulated Asset Register, make any amendments or confirm acceptance.
10. **NOTES** of the Parish Planning Meeting held on Wednesday 14<sup>th</sup> April 2021 to be approved as minutes & any points to be noted.

**11. FINANCIAL MATTERS**

- a. Accounts to be paid/authorised – Clerks Salary & Expenses for April 2021; Internal Audit fee Jen Cooper £40; Grant for Rec Ground £250; Lockrite - lock for flagpole £102 (authorisation only).
- b. Annual Internal Audit Report 2020/21 – Council to accept the report & confirm action to be taken on any recommendations.
- c. External Audit 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 – Council to confirm its exemption from submitting the completed Annual Governance & Accountability Return to the external auditor for a limited assurance review noting that Council is exempt due to the gross income or gross expenditure being under the £25,000 threshold therefore enabling the Council to meet the exemption criteria.
- d. Annual Governance & Accountability Return – Annual Governance Statement 2020/21 – Council to approve Section 1 as accurate or resolve any action to be taken.
- e. Annual Governance & Accountability Return – Accounting Statements – Council to approve the Accounting Statements as correct
- f. External Audit – Exercise of Public Rights – Council to confirm the period for the exercise of public rights as required by Regulation 15 (2) Accounts & Audit Regulations 2005 – Clerk to place all relevant paperwork on the Parish Council website in order to comply.
- g. Funds Received – Council to note the Precept 2021/22 of £6340 received on 13<sup>th</sup> April.
- h. Annual Mandatory Insurance Policy Renewal – Council to consider the quotation, determine provision and if appropriate agree payment of renewal (£369.92 due 1<sup>st</sup> June 2021)
- i. Councillors Budget Statement – Council to note as at end of April 2021, comment and approved.

**12. ANNUAL PARISH MEETING** – Council to vote on date for the next APM.

**13. REGISTERING A COMMUNITY ASSET** – Council to consider registering the White Hart Inn as a community asset.

**14. PLANNING MATTERS**

Council to consider any planning applications which have been received following the publication of this agenda and notification of any planning decisions.

**15. RECREATION GROUND UPDATE** – Council to receive any update.

**16. GRASS CUTTING** – Council to receive any update. Council to vote on action for grass cutting of Little London.

**17. NEIGHBOURHOOD PROJECTS & COMMUNITY ENGAGEMENT** – Council to receive any update and consider any further action required.

- a. Provision of plastic bottle recycling project
- b. Community Funding Opportunities
- c. Provision of tree planting project
- d. Telephone box South Road

**18. DIFIBRILLATOR** – Council to receive any update.

**19. EDWARD RICHARDSON TRUST REPORT** – Council to receive any update.

**20. HIGHWAYS & FOOTPATHS** – Council to receive any update on outstanding matters & to consider new items for the Clerk to report.

- a. Bollards at entrance of Recreation Ground
- b. War Memorial Steps

**21. COMMUNITY SPEED WATCH PROGRAMME** – Council to receive any update.

**For Information:**

**22. DISTRICT COUNCILLOR REPORT**

**23. COUNTY COUNCILLOR REPORT.**

**24. PSCO REPORT.** For information

**25. CLERK'S REPORT.** – For information

**26. CORRESPONDENCE** - For information

**27. COUNCILLORS REPORTS** – Council to receive any reports.

**28. ITEMS FOR THE NEXT AGENDA** – Council to receive any items for the next agenda.

**NEXT PARISH COUNCIL MEETING – Wednesday 16<sup>th</sup> June 7.30pm**