

Annual Meeting Full Council – 06-05-21



AGENDA

To all members of Speen Parish Council,

You are duly summoned to attend the Annual Meeting of Speen Parish Council followed by the Ordinary Council Meeting on Thursday 6th May 2021 starting at 7pm at:

<https://zoom.us/j/98862814787?pwd=KzBJSnVKVGYyYU9XUXFMVjlmTGxSZz09>

Meeting ID: 988 6281 4787

Passcode: 039750

Speen Parish Council meetings will be held online in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (“the Regulations”).

The meeting will be open to the press and public and will consider the items set out below.

Jean Lindsay (*dated 30-04-21*)

Open session

Parishioners are invited to attend and question the Parish Council on issues in this agenda, or raise issues for future consideration at the discretion of the Chairman. Fifteen minutes have been set aside for press and public questions at the start of the meeting. The council will endeavour to answer any question put to it but may have to respond to the questioner at a later date or consider placing the matter on the agenda for the next meeting. After this Open Session, members of the press and public may not take part in the Parish Council meeting itself unless invited to do so by the Chair in accordance with Standing Orders.

AGENDA – Annual Council Meeting

1. Election of Chair

Proposal: To elect the Chair and to resolve the Chair sign the Declaration of Acceptance of Office at a later date

2. Election of Vice-Chair

Proposal: To elect the Vice Chair and to resolve the Vice Chair sign the Declaration of Acceptance of Office at a later date

3. Apologies: To receive apologies

4. Declarations of Interest: To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda

5. Chair Opening Remarks

6. Open Session – to receive any questions from Members of the Public in attendance

7. Minutes: To approve the minutes of the Full Council Meeting held on 22-03-21 (draft)

8. Finance Committee

8.1 **Proposal:** To receive nominations and appoint Councillors to Finance Committee for 2021/22

8.2 **Proposal:** To delegate powers to Finance Committee for 2021/22 in accordance with Finance Committee Terms of Reference approved by Full Council on 09-11-20

9. Planning & Highways Committee

9.1 **Proposal:** To receive nominations and appoint Councillors to Planning & Highways Committee for 2021/22

9.2 **Proposal:** To delegate powers to Planning & Highways Committee for 2021/22 in accordance with Planning & Highways Committee Terms of Reference approved by Full Council on 04-07-20

10. Year End Accounts 2020/21 (*Clerk as RFO*)

Proposal: To review and agree Year End Accounts for 2020/21

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11. Annual Governance and Accountability Return 2020/21 *(Clerk as RFO)*

11.1 **Proposal:** To approve Annual Internal Audit Report 2020/21 (detailed auditor report & page 3)

11.2 **Proposal:** To approve Section 1 – Annual Governance Statement 2020/21 (page 4)

11.3 **Proposal:** To approve Section 2 – Accounting Statements 2020/21 (page 5)

11.4 **Proposal:** To approve Annual Governance and Accountability Return 2020/21 be submitted to External Auditor and published on SPC website in accordance with statutory deadline of 1st July 2021

12. Ordinary Meeting Dates 2021/22 and Annual Meeting 2022/23

To agree provisional Ordinary Council meeting dates for 2021/22 and to further agree these dates may require review dependent upon Government easing of COVID-19 restrictions and NALC/SLCC recommendations.

To set the date of the Annual Council Meeting for 2022/23 term as Monday 16th May 2022

F U N D A M E N T A L

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AGENDA – Ordinary Council Meeting

13. Financial Report Clerk as RFO

13.1 Balance in Bank as at 30-04-21

13.2 To retrospectively note payments for April 2021

13.3 **Proposal:** to accept Finance Reports to April 2021

14. District Ward Report

15. Development

15.1 Parish Improvement Plan – update from Working Party

15.2 War Memorial Project

Proposal: To agree to the allocation of funds from Unallocated Reserves to Earmarked Reserves for the War Memorial Project (Full Council to be advised of exact amount for final approval once actual costs are available)

Proposal: To approve submission of Members' Bid application for 50% of total costs for War Memorial Project. Total bid application not to exceed £2500

15.3 Stockcross Telephone Box

Proposal: To approve quotation in the sum of £2800 for refurbishment of Stockcross Telephone Box including supply and installation of light and shelving.

Proposal: To approve the transfer of £2800 from Unallocated Reserves to Earmarked Reserves to fund Stockcross Telephone Box Refurbishment

15.4 Stockcross to A4 Footpath Project – update from Cllr Phillips/Cllr Newell-Hart/Cllr Booth

16. Stockcross Tennis Club Lease

Proposal: To approve Stockcross Tennis Club Lease be duly and properly executed in accordance with Standing Orders Section 23 - Execution of Legal Deeds and appoint two Councillors as signatories of the Lease on behalf of SPC and the Proper Officer to witness their signatures

17. **Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible, dealt with by Clerk)**

18. **Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)**

19. **Date of Next Meeting:** TBC

20. **Exclusion of the Press and Public**