

Clerk/RFO: Catherine Bacon
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Dear Councillors

You are requested to attend a virtual Meeting of Brandeston Parish Council to be held on Monday, **12th April 2021 at 7.30pm**. Due to continuing Covid-19 restrictions the meeting will be via Zoom and if a parishioner would like to observe please let the Clerk know to receive a link.

Signed



Catherine Bacon
Clerk/RFO

AGENDA

13/20-21/1 Welcome from the Chairman

13/20-21/2 To receive and accept apologies for absence

13/20-21/3 To receive any Declarations of Interest

13/20-21/4 To receive and sign as a true record the Minute of the meeting held on 8th March
(Circulated and on website)

13/20-21/5 To receive a report from County Councillor West

13/20-21/6 To receive a report from East Suffolk Councillor Cook

13/20-21/7 End of year Financial Reports and Draft accounts.

- a) To receive internal audit report for 2020/21 from Councillor Williams
- b) To receive and approve the unaudited draft Parish Council accounts for the year 2020/21.
Papers included and attached:
 - 1. Cashbook for 2020/21
 - 2. Bank reconciliation Parish Council Account number 51541412 to bank statement and cashbook
 - 3. Bank reconciliation for 100+ Account number 02474506 to bank statement and cashbook
 - 4. Print out of bank statement to 31st March 2021
- c) To authorise payment of SALC invoice 24168, Payroll services (£45 + £9 VAT)
- d) To authorise payment of SALC invoice 24473, SALC membership (£144.69)

13/20-21/8 Oral Reports from Councillors

Joint Plant Sale with BPC, PCC and Village Hall Committee – Cllr Mitson-Woods

New rules for returning to physical meetings once Zoom meetings no longer legal - Clerk

13/20-21/9 Proposal for Parish Council led Housing Needs Survey – Cllr Summers

13/20-21/10 To confirm date for Annual Parish Meeting

13/20-21/11 Date of the Annual PC Meeting, Monday May 10th 2021 at 7,30pm.