

NOTICE OF ANNUAL PARISH COUNCIL MEETING OF BRANDESTON PARISH COUNCIL

Dear Councillors

You are requested to attend the virtual Annual Meeting of Brandeston Parish Council to be held on Wednesday 5th May 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 and Responsible Finance Officer
27thth April 2021

Agenda

1/21-22/1 Welcome from the Chairman and to receive nominations for the Election of the Chairman for 2020/21 and to receive the new Chairman's Acceptance of Office

1/21-22/2 To receive any Declarations of Interest

1/21-22/3 To receive and accept apologies for absence

1/21-22/4 To authorise the Chairman to receive and sign as a true record the Minute of the meeting of 12th April 2021 (Circulated)

1/21-22/5 To receive nominations and elect the following officers: -

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| a) Vice-Chairman | <i>(2021/22 Councillor Summers)</i> |
| b) Environment, Footpaths, Tree Officer | <i>(2021/22 Councillor Aitchinson?)</i> |
| c) Planning Matters | <i>(2021/22 Councillors Summers & Fletcher)</i> |
| d) SALC representative | <i>(2021/22 Councillor Mintson-Woods)</i> |
| e) Traffic Calming/Road Safety | <i>(2021/22 Councillor Fletcher)</i> |
| f) Internal Audit | <i>(2021/22 Councillor Williams)</i> |
| g) Liaison with the Village Hall | <i>(2021/22 Councillor Baker)</i> |
| h) Quiet Lanes | <i>(2021/22 Councillor Locke)</i> |

1/21-22/6 Finance

- To confirm the Clerk as Responsible Finance Officer (RFO)
- To report March 31st and April 30th balances at HSBC accounts and bank reconciliations.
- To consider Councillor internal audit from Councillor Williams (April 2020).
- To reappoint Cllr Williams as Councillor internal auditor.
- To appoint Internal Auditors for 2021/22. RFO recommendation that SALC is appointed
- To confirm cheque signatories. **Parish Council account** (currently Councillors Baker and M Mitson-Woods and Williams) and **100+ account** (currently Councillors M Mitson-Woods and Baker and Williams).

- g) To confirm debit card holders for **Parish Council account** (currently Councillor Baker and RFO Catherine Bacon)
- h) To confirm internet banking access for **Parish Council account** (currently RFO Catherine Bacon)
- i) To note first instalment of Precept (£1750) received.

1/21-22/7 Annual Accounts 2019/20

- a) To approve and adopt the unaudited PC Accounts for the year ending 31st March 2021
- b) To complete the AGAR for 2020/21
- c) To prepare the Exemption Certificate and to authorise the Chairman to sign for the year 2020/21 to be returned to PKF Littlejohn once SALC Internal Audit Report received.

1/21-22/8 To confirm that the following documents are in place and will be reviewed once the Covid 19 situations allows normal working practice to resume.

- a) Financial Risk Assessment
- b) Register of Assets including Land owned by the Council, two triangles at Mutton Lane and Low Street are registered in the Council's name.
- c) Financial Standing Orders/Regulations
- d) Procedural Standing Orders
- e) An adequate insurance policy is in place to protect the Council, it's assets and public and employee liability.
- f) The Information Commissioners Office Publication Scheme
- g) The SALC model Complaints Procedure
- h) Adoption of Model internal control statement (model attached)
- i) Clerk/RFO contract

1/21-22/9 Items presented for payment: -

- a) Suffolk Association of Local Councils subscription –when invoice received
- b) Suffolk Preservation Society – £30.00 when invoice received
- c) Clerk's salary arrangements to be confirmed for 2021/22 as Chairman agreeing payment transfer after checking amount is correct
- d) To approve payment to SALC for Internal Audit for 2020/21 when received - Estimated £88.00 +VAT
- e) To authorise RFO to prepare prizes each month from 100+ Club account for the year 2021/22; prize money to be transferred from 100+ account to PC account for Cllr Baker to withdraw – confirming cash withdrawals with RFO

1/21-22/10 Sizewell C consultation

1/21-22/11 Schedule of Meetings for 2021/22

June 14th, July 12th, September 13th, October 11th, November 8th. December 13th 2021 January 10th, February 14th, March 14th, April 11th 2022. Note Council recesses in August

Date of next meeting: Tuesday 14th June 2021 at 7.30pm in the Committee Room of the Village Hall, providing VH is reopened and unless provision of remote meetings is extended by HMG.