BROMSBERROW PARISH COUNCIL

**19th May 2021**

**To all Members of the Council,**

You are hereby summoned to attend the Annual Meeting of Bromsberrow Parish Council.

To be held on Tuesday 25th May 2021 at 7.30pm, the meeting will take place at the Village Hall for the transaction of business in the following Agenda.

Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.

All meetings of the Council are open to the public, members of the public will be asked to leave for agenda items taken confidentially in Committee under standing orders.

Diagram, engineering drawing

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**Charlee Roberts, Clerk & RFO to the Parish Council**

1. **APOLOGIES FOR ABSENCE**

To receive, note and accept any apologies for absence.

1. **ELECTION OF CHAIR**

To elect a Chairman for 2021-2022 and receive Chairman’s declaration of acceptance of office.

1. **ELECTION OF VICE-CHAIR**

To elect a Vice-Chairman for 2021-2022 and receive the Vice-Chairman’s declaration of acceptance of office.

1. **DECLARATION OF INTERESTS**

Councillors are reminded of the need: –

a) To update their register of disclosable interests (Councillors must leave the room for the item in which they have declared a disclosable interest)

b) To declare any undisclosed interests to items on the agenda and their nature. (Councillors may stay, take part and vote in the meeting)

1. **CODE OF CONDUCT**

To remind Councillors of their agreement to the Code of Conduct.

1. **STANDING ORDERS & FINANCIAL REGULATIONS**

To review and adopt the current Standing Orders and Financial Regulations.

1. **COMMITTEES, SUB-COMMITTEES**

To confirm existing committees and sub-committees and agree members for these.

To appoint any new committees or sub-committees, to agree the number of members (including, if appropriate, substitute councillors) for these.

1. **EXTERNAL BODIES**

To review representation on external bodies and arrangements for reporting back to the Parish Council.

1. **ASSET INVENTORY**

To review and accept the inventory of land and assets including buildings and office equipment.

1. **RISK ASSESSMENT**

To review and accept the previously circulated proposed Risk Management Controls.

1. **INSURANCE COVER**

To note that insurance cover is in place and the next renewal date.

1. **TO CONFIRM MINUTES OF MEETING HELD 30TH MARCH 2021**
2. **REPORT OF DISTRICT COUNCILLOR**
3. **REPORT OF COUNTY COUNCILLOR**
4. **PUBLIC PARTICIPATION**

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman’s discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes. Questions/comments shall be directed to the Chairman.

1. **PLANNING APPLICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **16.1** |  |  |  |

1. **FINANCIAL MATTERS AND ASSETS**

**17.1 Invoices for payment**

C Roberts – Salary - £575.18

PATA Payroll - 20/1035/PPS - £12.95

**17.2 End of Year Figures 2020-2021**

To approve the Bank Reconciliation and end of year accounts as at 31st March 2021 including the carry forward balance.

To agree Receipts & Payments to 31st March 2021.

To approve summary of reserves as at 31st March 2021.

**17.3 Web hosting costs**

To approve payment to clerk for webhosting costs

**17.4 Direct Debit Payments**

To confirm that the Council are happy to continue paying any current direct debits.

1. **Pension Regulator**

To note that the council has registered with the pension regulator and employee has been offered a pension but refused.

1. **INTERNAL AUDIT 2020-2021**

To receive the report from the Internal Auditor and to agree to undertake the recommendations made.

1. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-2021**
   1. **ANNUAL RETURN – GOVERNANCE STATEMENTS 2020-2021**

To approve and sign Section 1 - Annual Governance Statement 2020-2021

* 1. **ANNUAL RETURN – ACCOUNTING STATEMENTS 2020-2021**

To approve and sign Section 2 - Accounting Statements 2020-2021

* 1. **CERTIFICATE OF EXEMPTION**

To agree that the Parish Council meets the exemption conditions and agree to certify as an exempt council, to agree to complete and submit the Certificate of Exemption for 2020-2021

* 1. **DATES FOR THE EXERCISE OF PUBLIC RIGHTS**

To confirm dates for the exercise of public rights as Monday 14 June to Friday 23 July 2021

* 1. **REVIEW OF INVESTMENTS AND BANK ACCOUNTS**

To review the investments and bank accounts

1. **TO RECEIVE ANY REPORTS ON HIGHWAYS MATTERS AND AGREE ANY ACTION**

To discuss any new or outstanding highways issues.

1. **TO RECEIVE CORRESPONDANCE**
   1. **Litter Picking tools and council waste bags.**
   2. **Duplia, Internet speeds in the parish**

To discuss the email received from Duplia and agree any further actions.

1. **VAS FIGURES**

To discuss VAS.

1. **QUARRIES**
2. **FOR FUTURE DISCUSSION**