

CLOPTON PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Wednesday 5th May 2021 at 7.30 pm Online meeting

A G E N D A

Members of the public will have the opportunity to speak regarding any items on this agenda or raise issues for future consideration at the discretion of the Chairman.

- 1. Election of Chairman and Declaration of Acceptance**
- 2. Chairman's Welcome**
- 3. Public Forum/Open Session**
 - County and District Councillor's Reports
 - Public Rights of Way – Clopton Commercial Park/Airfield
 - Village sign update
- 4. Apologies**
 - To receive councillor's apologies for absence.
- 5. Declaration of Interests/Dispensation Applications Received**
- 6. Election of Other Officers**
 - Officers to be elected:
 - Vice Chairman
 - SALC Representative
 - Emergency Planning Officer
 - Responsible Finance Officer
 - Communications
- 7. Minutes**
 - To approve the minutes of the last meeting of the Council, Thursday 18th March 2021.
- 8. Matters arising from the minutes**
 - Village Hall blocked ditch
 - Clerks voiced intention to resign
- 9. Finance**
 - To receive the financial report from the RFO including balances at the bank.
 - To receive and approve payments since last meeting and authorise cheques.
 - To approve NALC Salary Pay Scales 2021-2022.
 - To approve the end of year accounts 2020-2021.
 - To complete the Annual Governance and Accountability Return: Sections 1 and 2. (Approve Accounting Statements and Annual Governance Statement)
 - Review Asset Register
 - Review Risk Management Document
 - Review Financial Regulations
 - Review Internal Controls
 - Review Memberships
 - Training for new councillor

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10. **Non financial policies for review**

- Review Standing Orders
- Review Code of Conduct
- Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation –

11. **Planning matters**

- To receive planning decisions.
- To consider planning applications received after the agenda was produced.
- Other planning matters.

12. **Internal Auditors Report**

- To review Auditors Report
- To assign an internal auditor for FY 2021/22

13. **B1078/79 Speed issues**

14. **Village Hall – Lease Renewal**

15. **Clerk's Report on Urgent Decisions since the last meeting**

16. **Officer's and Representative's Reports**

17. **Correspondence** (for information)

18. **Dates of future meetings**

- 22nd July 2021, 7.30pm, Village Hall, Parish Council Meeting.
- 16th September 2021, 7.30pm, Village Hall, Parish Council Meeting.
- 18th November 2021, 7.30pm, Village Hall, Parish Council Meeting.
- 20th January 2022, 7.30pm, Village Hall, Parish Council Meeting.
- 17th March 2022, 7.30pm, Village Hall, Parish Council Meeting.

Signed..... Clerk to Clopton Parish Council

Date.....