

CONEY WESTON PARISH COUNCIL

<https://coneyweston.suffolk.cloud/coney-weston-parish-council/>

AGENDA

Under regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, you are hereby summoned to attend the meeting of Coney Weston Parish Council to be held by videoconference, on **Tuesday 4 May 2021 commencing at 7.00pm** for the purpose of transacting the following business:

THIS VIDEO-CONFERENCE MEETING IS OPEN TO THE PRESS AND PUBLIC

COUNCILLORS AND PARTICIPANTS:

Join this meeting (ideally 3 mins beforehand) by pasting the following link into your browser:

<https://us02web.zoom.us/j/81397135578?pwd=WlpNUTVUNU9OT25YY1JraC9SSGI5dz09>

Or by phone on 0203 481 5237/5240

You can also gain access by downloading the Zoom app into your browser and entering the following meeting ID and passcode:

Meeting ID: **813 9713 5578** and Passcode: **192472**

Members of the public are welcome to join the meeting. Members of the public can only speak at point 4 and then at a specific agenda item if raised at section 4 of the meeting. Raise your hand at section 4 and the Chair will then introduce you at the appropriate agenda item.

To ensure the meeting works the public should mute their microphones whilst the meeting is in progress unless you are speaking.

The meeting will be recorded for minute purposes. Please advise us if you are recording the meeting.

Councillors – please raise your hand when you want to speak, all Councillors will be given opportunity to speak on the agenda items.

1. Election of Chair.
 - 1.1. Completion of Declaration of Acceptance of Office
2. Election of Vice Chair.
 - 2.1. Completion of Declaration of Acceptance of Office.
3. Record Councillors' apologies for absence.
4. Declarations of interest.
5. Scheme of public speaking.
6. County Councillor's report.
7. District Councillor's report.

8. To approve the draft minutes of the last Parish Council meeting (23 March 2021).
9. **Councillor's Reports**
 - 9.1. Website, Facebook Page and Publicity – Cllr Flood
 - 9.2. Planning, Highways, Hedges and Footpaths, Speed device - Cllr Mihr
 - 9.3. New Residents – Cllr Ladell
 - 9.4. Volunteer Group, Defibrillator, Village Groups, Liaison – Cllr Clarke
 - 9.5. Admin, Finance and Policies – Cllr Hindry.
10. **To receive and review the Internal Audit Report for 2020/21 including consideration of recommendations made.**
11. **Financial Report**
 - 11.1. To review income and expenditure from 1 April 2021 to 25 April 2021 against budget and to confirm that the bank reconciliation agrees with the bank statements and sign off;
 - 11.2. To approve 2020/21 cashbook;
 - 11.3. Sign off payment schedule and authorise payments:
 - 11.3.1. Clerk - salary for the months of March and April 2021- **£339.76**
 - 11.3.2. HMRC - personal tax payment for Clerk for the above months - **£84.80**
 - 11.3.3. SALC – payroll services for 6 months to 31.3.21 - £15.00 plus £3.00 VAT, total amount payable **£18.00**
 - 11.3.4. SALC – annual subscription - **£189.95**
 - 11.3.5. B Hogg – Zoom subscriptions for Jan – May inc - £59.95 plus £12.00 VAT, total amount payable **£71.95**
12. **To approve the following AGAR forms for 2020/21:**
 - 12.1. Annual Governance Statement;
 - 12.2. Accounting Statements;
 - 12.3. Exemption Certificate.
13. **Remote Council Meetings** - to discuss and approve responses to central government's 'call for evidence' survey.
14. **To approve and adopt the risk assessment** - Thetford Road Bungalow project.
15. **To review and adopt Emergency Plan (previously circulated).**
16. **To review and adopt revised Scheme of Delegated Powers (previously circulated).**
17. **To approve Clerk's extra hours** - 18 hours for the months of March and up to and including 16 April 2021.

Andrea Morris, Clerk