

SAXTEAD PARISH COUNCIL

**Councillors are summoned to attend
the Annual Meeting of Saxtead Parish Council
which will be held online on Thursday 14th May 2020
after the Annual Parish Meeting (approx. 7.45/8pm)**

*On 4th April The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force.
This means legislation is now in place that allows councils to hold remote meetings.
Parishioners are invited to join this online Meeting.*

AGENDA

1. To appoint Chairman and signing of Chairman's Declaration of Office
2. To appoint Vice Chairman and signing of Declaration of Office
3. To receive apologies for absence
4. Declarations of interests & applications for dispensations
5. Minutes of meeting on 9th January 2020 to be approved as a true record of the meeting
6. Matters arising

PUBLIC FORUM

Members of the public are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman.

Including report by Police & District and County Councillors' Reports, if applicable

7. Chairman's report
8. Clerk's report
9. Appointment of Officers and Council Representatives

Responsible Financial Officer
Examining Councillor
Footpath Officer
Neighbourhood Watch Coordinator
Webmaster

10. **Responsible Financial Officer's report**

a) To consider making the following payments

Reference Number	Amount	Payee	Details
P1 20-21	£120.00	Trevor Brown	Internal Audit Fee
P2 20-21	£184.45	SALC	Annual Subscription

Invoices with full details of items above will be on display at the meeting.

b) To note payments made since the date of the last meeting

Reference Number	Amount	Payee	Details	Cheque Number
P17 19-20	£5.60	SALC	1/3 share GDPR training	708
P18 19-20	£40 £22	L. Kirk	ICO Data processor fee reimbursement	709
P19 19-20	£13.50	G. Cullingford	Mileage to Melton Planning Forum	710
P20 19-20	£22	L. Kirk	Repayment of HM Land Registry Index Map Search fees and costs in obtaining title registers and plans	709

P21 19-20	£728.05	L. Kirk	Pay to 31.03.2020	711
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- c) To note receipts since the last meeting
- d) To review bank balances
- e) To review bank statements and bank reconciliation as at 31.03.2020

11. Procedural

- a) To accept the Accounts for the year ending 31st March 2020
- b) To complete Section One (Annual Governance Statement) and Section Two (Accounting Statements) of the Local Councils' Annual Return for year ending 31st March 2020
- c) To note Statement of Significant Variances
- d) To agree to opt out of External Audit as an exempt council & complete the Certificate of Exemption
- e) To note clerk's rate of pay as per NALC's recommendations

12. Review Internal Auditors' Report on 2019-2020 annual paperwork

13. Review

- a) Standing Orders
- b) Assets Register
- c) Financial Regulations
- d) Statement of Internal Control & its effectiveness
- e) Risk Assessment
- f) Financial Risk Assessment, including adopting a new clause regarding non-compliance with the GDPR and actions in place to mitigate the risk.

14. Re-adopt 2012 Suffolk Model Code of Conduct

15. Appoint an internal auditor for the year ending 31st March 2021

16. To appoint a Trustee for the Sir Robert Hitcham's Almshouses and Sir Robert Hitcham's School Trust

17. Discuss mowing of the village green along the B1119

18. Discuss correspondence received

19. Receive Councillors' reports

20. Items to be raised at the next meeting

21. Date of next meeting

L. Kirk

Clerk to Saxtead Parish Council

Correspondence Received to 6th May 2020

Date

10.01.2020	Email from Suffolk Norse re Love East Suffolk Spring litter pick campaign
10.01.2020	Email asking for a donation of £50 for Suffolk Neighbourhood Watch Association
14.01.2020	Acknowledgement from The Pensions Regulator of re-declaration of compliance
24.01.2020	Returned Search of Index Map request from HMRC
28.01.2020	Repayment of £188.50 PAYE overpayment from HMRC
Feb 2020	Letter from EACH asking for a donation
07.02.2020	Letter from Sir Robert Hitcham's Almshouse Charity Framlingham regarding George Cullingford's term as a trustee (see item 9)
07.02.2020	Acknowledgment of payment from ICO re data processor fee for 2020-2021
27.02.2010	Letter from D.B.S asking for a donation
March 2020	Clerks & Councils Direct newsletter
May 2020	Clerks & Councils Direct newsletter