

## SAXTEAD PARISH COUNCIL

**Councillors are summoned to attend  
the Annual Meeting of Saxtead Parish Council  
which will be held online on Thursday 5<sup>th</sup> May 2021  
after the Annual Parish Meeting (approx. 7.20-7.30pm)**

Saxtead Parish Council invites you to a scheduled online meeting.

Topic: Saxtead Parish Council AGM

Time: May 5, 2021 07:30 PM London

*This log in code also works for Annual Parish Meeting scheduled for 7pm- 7.30pm.*

Join Zoom Meeting

<https://us04web.zoom.us/j/4937087650?pwd=eWFNVVszK0pwcVveStWS21SQzc4Zz09>

**Meeting ID: 493 708 7650**

**Passcode: 123**

### AGENDA

1. To appoint Chair and signing of Chair's Declaration of Office
2. To appoint Vice-Chair and signing of Declaration of Office
3. To receive apologies for absence & possible co-option of new Councillor
4. Declarations of interests & applications for dispensations
5. Minutes of meeting on 11<sup>th</sup> March 2021 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 21-22	£120.00	Trevor Brown	Internal Audit Fee
P2 21-22	£193.40	SALC	Annual Subscription

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

- b) To note payments and receipts since the last meeting
  - c) To review bank balances & reserved funds
  - d) To review bank statements and bank reconciliation as at 31.03.2021
11. **Procedural**
    - a) To accept the Accounts for the year ending 31<sup>st</sup> March 2021

- b) To complete Section One (Annual Governance Statement) and Section Two (Accounting Statements) of the Local Councils' Annual Return for year ending 31<sup>st</sup> March 2021
  - 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 2020-2021 annual paperwork & note any recommendations**
- 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
  - g) Insurance policy
- 14. Re-adopt 2012 Suffolk Model Code of Conduct**
- 15. Appoint an internal auditor for the year ending 31<sup>st</sup> March 2022**
- 16. Discuss village welcome signs and funding bid.**
- 17. Discuss results of traffic survey along village green and speed reduction campaign**
- 18. Discuss correspondence received & decide necessary actions**
- 19. Receive Councillors' reports and updates**  
Fibre broadband
- 20. Items to be raised at the next meeting**
- 21. Date of next meeting**

*L. Kirk*

Clerk to Saxtead Parish Council