

TRYSULL & SEISDON PARISH COUNCIL - MEETING NOTICES AND AGENDA  
ANNUAL PARISH COUNCIL MEETING 19<sup>th</sup> MAY 2021

**PARISH COUNCIL MEETING NOTICE**

Dear All,

I hereby give you notice that the **Annual Parish Council Meeting** of the **TRYSULL & SEISDON PARISH COUNCIL** will be held on **Wednesday 19<sup>th</sup> May 2021 at 7.00 p.m. in the VILLAGE HALL, Trysull.**

Any member of the public wishing to attend should inform the Clerk the previous day to ensure all precautions and social distancing can be put in place.

**SUMMONS**

**All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.**

Dated this **10<sup>th</sup> May 2021**

*Nagle V Walton* Clerk

**AGENDA**

**ELECTION OF A CHAIRMAN  
ELECTION OF A VICE CHAIRMAN**

**1. APOLOGIES**

**2. DECLARATION OF INTERESTS AND DISPENSATIONS**

- 2.1 To receive declarations of interest.
- 2.2 To receive written requests for dispensations for disclosable pecuniary interests.
- 2.3 To grant any requests for dispensation as appropriate.

**3. COUNCIL CONSTITUTIONAL/GOVERNANCE**

- 3.1 Co-option.
- 3.2 Amendment to Financial Regulations
- 3.3 Annual Review of Policies

**4. MINUTES OF MEETING**

- 4.1 Minutes of Meeting dated 14<sup>th</sup> April 2021 to be agreed as a true record, signed and published.

**5. PLANNING**

- 5.1 To decide on/ratify comments re Planning Applications received since last meeting/planning meeting.
- 5.2 To review and comment on planning log.
- 5.3 Update on any current enforcement action.

**6(A) ACCOUNTS**

- 6.1 Clerk to inform Councillors of accounts to be paid. These will be detailed in the Minutes
- 6.2 Cheque signatories - mandate team
- 6.3 Review of Monthly Accounts

**6(B) AUDIT 2020/21**

- 6.4 To receive the Internal Audit report and note any comments
- 6.5 To receive, review and if appropriate approve Section 1 Annual Governance Statement 2020/21

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6.6 To receive, review and if appropriate approve section 2 Accounting Statement 2020/21. (It is noted that this Statement must be signed by the RFO before being presented to the Council for approval).

6.7 To agree that Notification of Public Rights period to run from 7<sup>th</sup> June to 16<sup>th</sup> July 2021.

6.8 To agree, if so approved, that the;

- a) Internal Audit Report
- b) Completed (signed) Section 1 and 2 reports
- c) Year End Bank reconciliation
- d) Significant Variance Report
- e) Asset Register
- f) Notice of Appointment of Dates for the Exercise of Public Rights
- g) A declaration that Accounts are not yet audited by the External Auditor who will subject the Accounts to a limited assurance review

Be published on the Parish Council Website on 4<sup>th</sup> June 2021.

6.9 To agree, if so approved, that the information listed above (a – f inc.), The External Audit Report and Certificate (Section 3) – completed with name only, the Contact details of the RFO and Chairman, be forwarded to the External Auditor no later than 30<sup>th</sup> June 2021.

6.10 To confirm that external auditors, Mazars LLP, do not provide any personal accountancy or tax advice to any Councillor and Councillors are not aware of any other personal conflicts of interest that may affect the auditor's independence.

#### **7. WEB SITE**

7.1 Update on recent web site developments. Agenda, Minutes, Accounts, Councillors' roles.

#### **8. CORRESPONDENCE**

8.1 Clerk to inform Councillors of correspondence received.

#### **9. HIGHWAY MATTERS**

9.1 Highway Safety/Speeding

9.2 Community Speed Watch re-commencement / New recruit programme.

#### **10. ANY NEW / CONTINUING BUSINESS**

10.1 Community First Responder

10.2 Best Kept Village

10.3 Planters

10.4 Benches

10.5 Iron fence removal / Replacement posts – update

10.6 Seisdon Green tree surgery – update

10.7 Fox Road verge tidy up.

#### **11. PUBLIC PARTICIPATION**

11.1 To answer questions from the floor, time and Chairman's discretion permitting.

#### **12. DISTRICT/COUNTY COUNCILLOR REPORT**

#### **13. MATTERS ARISING**

14.1 To review and progress matters arising from previous meetings. Reference should be made to the draft minutes of the previous meeting published on the web site.

#### **14. DATE OF NEXT MEETING**

15.1 Wednesday 9th June 2021 at 7.00 p.m.

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