

4 May 2021, Annual Meeting of the Town Council

Online Immediately following the 'Electors' Meeting' starting at 6.45pm.

Join Zoom Meeting

<https://us02web.zoom.us/j/83946726857?pwd=ako3TEhWbWlwOUp2cFB6eE9ra3cudz09>

Meeting ID: 839 4672 6857

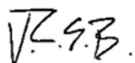
Passcode: 260872

AGENDA

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|-----------|--|---|
| 1 | Welcome and Apologies | |
| 2 | Chairman | To elect a Chairman for the coming year. (2021 2022) |
| 3 | Acceptance of Office | The Chairman to be authorised to sign the 'Declaration of Acceptance of Office'. |
| 4 | Vice-Chairman | To elect a Vice-Chairman for the coming year. |
| 5 | Clerk/RFO | To approve and confirm the continuing appointment of Christian Barnes as Clerk and Responsible Financial Officer. |
| 6 | Internal Auditor | To approve and confirm the appointment of Rachael Little as Internal auditor in 2021 2022. |
| 7 | Inspection of Bank Reconciliations | To appoint a councillor to inspect the bank reconciliations on a quarterly basis in line with financial regulation (2.2). |
| 8 | Calendar of Future Meetings | To agree a calendar of future meeting dates as published on the Town Council's website. Usually the first Tuesday of the month. |
| 9 | Internal Auditor | To receive, consider and approve <ol style="list-style-type: none">1. The internal auditor's report to 31 March 2021 (attached)2. Internal auditor's certificate (AGAR) (attached) |
| 10 | Statement of Variances | To note the explanations provided where required and approve the statement of variances for publication. (text attached & spreadsheet attached) |
| 11 | Annual Governance and Accountability Return | To authorise the addition of wet signatures & minute references and approve for publication the Annual Governance Statement. (draft attached) |

- 12 Annual Governance and Accountability Return** To note the RFO's signature prior to authorising the addition of the Chairman's wet signature & minute references and approve for publication the Annual Accounting Statement. (attached)
- 13 Public Rights** To authorise the Clerk to publish the Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. (attached)
- 14 Review of Appointments** To nominate councillors to represent the council on external bodies as follows:
- Burial Board
 - United Charities
 - Management Committee of Local Links
 - CIC
- 15 Deferred Items** To agree to defer items listed in the Standing Orders first adopted March 2019 and re adopted 2 February 2021 (20/123,) 5. ix > xx to the proposed quarterly finance meetings and to instruct the clerk to prepare a agenda for those meetings.

This meeting will be followed by an ordinary meeting of the council.



Mr Christian Barnes MA (Clerk)
28 April 2021