

Spexhall Parish Council

Members are summoned to an Annual Meeting of the Parish Council which will be held virtually via Zoom on Wednesday, May 27th 2020 at 10-30am. Please use the code sent to you by email.

Members of the public who would like to attend – please send an email to sibtonparishclerk@gmail.com and the code will be sent to you.

Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 8) otherwise they are respectfully requested to remain silent during the meeting. Councillors and the public are advised the law permits any person to film, record, photograph or use social media to report on meetings of the Council open to the public:

Signature: Paul Widdowson

Paul Widdowson, Clerk to the Council, 69 Dukes Drive, Halesworth, IP19 8DR:
Tel: 01986 872114: Email: spexhallparishclerk@gmail.com

Agenda

- 1) **To elect a Chair for 2020-2021 and receive the Chair's Declaration of Acceptance of Office:**
- 2) **To elect a Vice-Chair for 2020-2021:**
- 3) **To appoint a Proper Officer and Responsible Finance Officer for 2020-2021:**
- 4) **Apologies:** To receive any apologies for absence.
- 5) **To receive Declarations of Interest and confirm all members have reviewed their Declarations of Interest Forms:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting
- 6) **Requests for dispensations:** Consideration of any requests for dispensation.
- 7) **To receive a report** from the County and District Councillors:
- 8) **Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda.
- 9) **To confirm the Minutes** of the Parish Council Meeting held on Monday, May 4th 2020.

- 10) **To review the Council Action Plan including:**
 - a) **Highway and Speeding Matters:** To update councillors.
 - b) **Telephone Boxes:** To update councillors.
- 11) **Planning Matters:** To note the following planning application.
- 12) **Clerk's Report and Correspondence including Donations:** The Clerk to update the council on correspondence received and the administration of the council.
- 13) **Financial Report:**
 - a) **Balances at the Bank as at April 29th 2020:** To receive an update on the current financial status.
 - b) **Cheques for payment and review receipts:** To review receipts and approve payments.
- 14) **To agree Internal Control Statement and Reports:** Councillors to review and agree the Statement and Reports:
- 15) **Accounts year ending March 31st 2020:** Review of the Accounts for Internal Audit and any questions:
 - a) **To approve Section 1 of the Annual Return and sign declaration:**
 - b) **To approve Section 2 of the Annual Return and sign declaration:**
 - c) **To agree the accounts for the year ending 31st March 2020:**
 - d) **Acceptance of financial report and year end accounts:**
 - e) **To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':**
- 16) **To receive information and agenda items** for the Parish Council Meeting to be held on Wednesday, July 22nd 2020: