

PARHAM PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of Parham Parish Council which will be held online after the Annual Parish Meeting on Tuesday 4th May 2021 (approx. 7.20pm)

Zoom Meeting Details

<https://us04web.zoom.us/j/4937087650?pwd=eWFNVWszK0pwcVveStWS21SQzc4Zz09>

Meeting ID: 493 708 7650

Passcode: 123

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 7th July 2020 to be approved as a true record of the meeting
6. Matters arising
7. Appointment of Officers and Council Representatives

Responsible Financial Officer
Examining Councillor
Finance Sub Group
Risk Assessment/Compliance Sub Group
Village Hall Parish Council Representative
SALC Representative

Parish Tree Scheme
Footpath Officer
Village Recorder
Wildlife Group
Webmaster

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 District and County Councillors' Reports

8. Chairman's report
9. Clerk's report
10. Responsible Financial Officer's report
 - a) To consider making the following payments:

Reference	Amount	Payee	Details
P01 21-22	£120.00	Trevor Brown	Internal Audit
P02 21-22	£145.07	SALC	Annual Subscription
P03 21-22	£500.00	Parham Village Hall	Annual Donation
P04 21-22	£10.00	SALC	Preparing for audit training (<i>split between 3 Parish Councils</i>)

- b) To note payments and receipts since the last meeting
- c) To note current & deposit account balances and reserved funds summary
- d) To note bank reconciliation and reserved funds at 31st March 2021.

11. Procedural

- a) To consider acceptance of the **Accounts** for the year ending 31st March 2021

- b) To complete of **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31st March 2021
 - c) To agree **to opt out of External Audit** as an exempt council & **complete Certificate of Exemption.**
 - d) To note Statement of Significant Variances
 - e) To note clerk's rate of pay from 1st April 2021 as per NALC's recommendations
- 12. To review Internal Auditors' Report on 2020-2021 annual paperwork and note recommendations**
- 13. To review**
- a) Standing Orders
 - b) Assets Register
 - c) Financial Regulations
 - d) Statement of Internal Control & its effectiveness
 - e) Risk Assessment Physical Assets
 - f) Financial Risk Assessment including adopting a new clause regarding non-compliance with the GDPR and actions in place to mitigate the risk.
 - g) Data protection policy
 - h) Insurance policy
- 14. To re-adopt 2012 Suffolk Model Code of Conduct. Also to discuss NALC's new model code of conduct.**
- 15. To appoint an internal auditor for the year ending 31st March 2022**
- 16. To consider correspondence received since date of last meeting and determine any actions**
- 17. To receive any Councillor reports**
- 18. Matters to be raised at the next meeting**
- 19. Confirm date of next meeting**

Lydia Kirk

Clerk to Parham Parish Council