

PATTISHALL PARISH COUNCIL

Website: www.pattishallparish.org.uk

Clerk - Mrs. Ann Addison,
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Notice is hereby given that the next meetings of the above-named Council will be the
ANNUAL PARISH MEETING
which will take place on **Thursday 13th May 2021 at 7.15pm** Immediately followed by
THE ANNUAL MEETING OF THE PARISH COUNCIL
For the purpose of considering and resolving the following agenda matters:

To note:

- Members of the Public & Press are welcome to attend. However, due to strict Covid regulations regarding permitted numbers, anyone wishing to attend either or both meetings are asked to contact the Clerk by email.
- Alternatively, any questions or concerns can be sent to the Clerk by email prior to the meeting for the matter to be raised with the Council. Any reports to be sent to the Clerk prior to the meeting.

The Annual Parish Meeting

The following items have been placed on the agenda:

1. **APOLOGIES** for absence.
2. **MINUTES** – there was no meeting in 2020 due to the Covid virus restrictions.
3. **CHAIRMAN'S REPORT** for 2020/2021 which has been circulated to Members and placed on the Parish website & face book community page.
4. **REPORT ON PARISH CHARITIES** received from Mrs Wendy Watts, circulated to Members & placed on the website & the face book community page.
5. **PARISHIONERS QUESTIONS**

Barry Evans
Chairman

Immediately Followed by the Annual Parish Council Meeting (AGM)

The following items have been placed on the Agenda:

1. **ELECTION OF A CHAIRMAN** followed by the declaration of acceptance of Office.
2. **ELECTION OF A VICE-CHAIRMAN** followed by the declaration of acceptance of Office.
3. **APOLOGIES** for absence
4. **DECLARATION OF INTERESTS**
5. **MINUTES** of the previous meeting to be agreed & signed (circulated)
6. **PRIORITY MATTERS**
FINANCE - To consider, amend, adopt & appoint the following:
 - a) Section 2 of the Annual Audit Accounting Statement (AGAR)
 - b) Bank Balances
 - c) Accounts to be paid.
 - d) Report from Internal Auditor (NCALC)
 - e) Responsible Financial Officer (Clerk)
 - f) Standing Orders
 - g) Financial Regulations & Risk Management
 - h) Discrimination policy & Complaints Procedure
 - i) Review & Scope of Internal Control.
 - j) Review & update all Policies.
7. **DELEGATED POWERS TO THE CLERK** – to determine open issues. Actions to be ratified by Councillors.

Ann Addison.

Clerk to the Council, 6th May 2021