

# STANSFIELD PARISH COUNCIL

Clerk: J Kirk, 15 Klondyke, Bury St Edmunds, IP32 6DB

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6<sup>th</sup> May 2020

**To members of the Council: You are hereby summonsed to join the Annual Meeting of the Parish Council on Monday 18th May 2020 via Zoom**

## AGENDA

1. To elect a Chairman.
2. Chairman to sign a Declaration of Acceptance of Office and agreement to abide by Stansfield Parish Council's Code of Conduct.
3. To elect a vice chairman.
4. To update Register of Members' Interests forms
5. To accept apologies and reason for absence.
6. To decide if Stansfield Parish Council meets the criteria for General Power of Competence
7. Declaration of interest by councillors in items on the agenda.
8. To approve the minutes of the meeting held on Monday 20<sup>th</sup> January 2020
9. County Councillor's report
10. District Councillor's report
11. Police issues
12. To receive an update on the list of actions agreed at the last meeting
13. To discuss the following financial issues:
  - a) Approval of any payments and signing of Schedule of Payments
  - b) Approval of payments authorised between meetings
  - c) To receive a statement of receipts and payments (including online payments) made since 1<sup>st</sup> April 2020
  - d) Councillor to complete the checklist of Internal Controls
  - e) To receive a summary of bank balances as of 6<sup>th</sup> May 2020
  - f) To review all regular payments including the clerk's salary and approve payments relating to these services for 2020 - 2021
  - g) To check the PAYE details and tax code for the clerk's salary
  - h) To review the income and expenditure for 2019/20 against the budget and discuss the level of reserves for general and earmarked expenditure
  - i) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate
  - j) To review the Council's risk assessment
  - k) To check that the levels of liability insurance are adequate
  - l) To appoint an internal auditor to check the Council's accounts
  - m) To review the effectiveness of the internal audit.
  - n) To review the effectiveness of the Council's internal controls
  - o) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2020 and complete the inspection checklist.
  - p) To approve the Council's accounts for the financial year 2019 – 2020
  - q) To complete and sign sections 1 and 2 (Annual Governance Statement and Accounting Statements 2019/20) of the Annual Governance and Accountability Return 2019/20
  - r) To decide whether Stansfield PC should submit a Certificate of Exemption from an external audit
  - s) To confirm the dates for the notice of the period for the exercise of public rights
  - t) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015
  - u) To receive the precept information for 2019/20
14. To discuss any planning issues
  - a) Email from a resident requesting that the Parish Council carries out a Neighbourhood Plan

15. To discuss any highways/Rights of Way issues/tree/transport issues
16. To confirm the dates of meetings in 2020/21
17. To discuss any correspondence
  - a) Email from the Boundary Commission about a delay in the implementation date of new electoral arrangements for Suffolk County Council from 2021 to 2025 due to the difficulty in carrying out a proper consultation during the COVID 19 outbreak
18. Any other business for noting or including on the agenda of the meeting on Monday 20<sup>th</sup> July 2020