

STANSFIELD PARISH COUNCIL

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The Annual Meeting of Stansfield Parish Council will take place on Monday 24th May 2021 at 7pm in Stansfield Village Hall.

Members of the public are welcome to join the meeting. There will be an Open Forum at the start of the meeting to give members of the public and opportunity to speak to councillors informally about items on the agenda. Members of the public may stay and observe the rest of the meeting but may not address the Council.

The meeting will take place in line with COVID guidelines, and we ask you to adhere to the following:

- Please use hand sanitiser on entering village hall
- Please wear a face covering and sit two metres apart from anyone outside your household.
- Avoid sitting face-to-face with people outside your household
- Please follow any signage on the floor
- The meeting will be kept as short as possible to reduce the risk of infection
- Please could you notify the Parish Council if you wish to attend as numbers will be limited. If anyone comes to the meeting and numbers exceed the limit allowed in the village hall, they may be turned away.

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 confirm Stansfield Parish Council's eligibility 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 15th March 2021
9. To receive an update on the list of actions agreed at the last meeting
10. 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 made since the last meeting
 - d) To receive a summary of bank balances as of 13th May 2021
 - e) Councillor to complete the checklist of Internal Controls
 - f) Update on the inspection of Parish Council property
 - g) Internal audit of the Parish Council's accounts
 - h) To complete and sign sections 1 and 2 (Annual Governance Statement and Accounting Statements 2020/21) of the Annual Governance and Accountability Return 2020/21
 - i) To decide whether Stansfield PC should submit a Certificate of Exemption from an external audit
 - j) To approve the Financial Report 2020/21 which the Council needs to publish as part of the Transparency Code 2015
 - k) To receive the precept information for 2021/22
Amendment to standing order for clerk's salary
11. To discuss any planning issues
12. To discuss any highways/Rights of Way issues/tree/transport issues
 - a) Update on the Quiet Lanes Project and request for a voluntary donation of £50- £100 towards the cost of signs.

- b) Update on outstanding Highways issues
- 13. To discuss the advice from the Joint Panel on Accountability and Governance (JPAG) about the importance of a secure email system for the Parish Council and councillors.
- 14. Email from the Joint Emergency Planning Unit about Stansfield's Emergency Plan which needs updating
- 15. To discuss any village issues
 - a) Update on wildlife project
 - b) Parish Council representative for the Village Hall Committee
- 16. To approve the following documents
 - a) Risk assessments for volunteer activities
- 17. To discuss any correspondence
 - a) Emails from two residents about the Housing Needs Survey.
- 15. Any other business for noting or including on the agenda of the meeting on Monday 19th July 2021.