local council award scheme foundation

**NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL**

**To Members of the Council**: You are hereby summoned to attend a Horning Parish Council **Meeting IN THE VILLAGE HALL ANNEXE** on **Monday 17th May 2021 at 7pm (following the Annual Parish Meeting)** for the purpose of transacting the following business:  
Jo Beardshaw Parish Clerk / RFO

**Press and Public are welcome**

**AGENDA**

1. **Apologies for absence**
2. **Declarations of Interest.** Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Council’s (Model Code of Conduct) Order 2001 S8 that declarations from a member include the nature of the interest and whether it is personal or prejudicial
3. **To elect a Chairman.** Declaration of acceptance of office signed.
4. **To elect a Vice-Chairman.** Declaration of acceptance of office signed.
5. **To consider members of committees for the year**
6. **To confirm that all Councillors have read and understood the Code of Conduct, Standing Orders and Financial Regulations**
7. **Minutes of the previous meeting**

To receive and approve the minutes of the meeting held on Tuesday April 13th 2021, and matters arising.

1. **Actions from previous minutes**

To report any actions and updates from previous minutes

1. **Correspondence**
   1. Parishioner. Letter regarding bench 8 outside St Benet’s Hall and donation of £200 towards maintenance
   2. HPC. Letter to Barclays for final closure of all accounts (to be confirmed and signed according to the mandate)
   3. Came and Co. Receipt of insurance paperwork, circulated round Councillors for comment
   4. NNDC. Works to be undertaken at Boat Bins
   5. Parishioner. Update on commemorative garden
2. **Finance**
   1. To receive confirmation of finances
   2. To note receipts
      1. NNDC. Precept first instalment. £9632.00
      2. Allotment receipts
      3. Parishioner on behalf of bench 8. £200
   3. To agree and authorise payments

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
| MAY 2021 | Ralph Morris | Litter Picking | S/O | 130.00 |  |
|  | Clerk | Salary and expenses | BACS | 572.35 |  |
|  | CGM | Landscaping | DD | 84.26 | 14.04 |
|  | NEST | Pension (part paid by Clerk) | DD | 105.66 |  |
|  | HMRC | Tax | BACS | 47.80 |  |
|  | Savills | Rent for allotments half year | DD | 280.00 |  |
|  | J Beardshaw | Allotment fencing and Village Green signage | BACS | 83.72 |  |
|  | Came and Co | Insurance renewal | BACS | 976.70 |  |
|  | Catherine Moore | Internal audit | BACS | 90.00 |  |
|  | URM | Bottle Bank | DD (TBC) | 12.60 |  |
|  | Carol Gilden | Sign work, green work and tidying around bins and steps | BACS | 99.50 |  |

1. **Asset Management.** To receive the report from the Asset Management Committee
2. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
   1. Cllr Varley. Playground report

1. **Parishioners’ Matters**

To adjourn the meeting to allow members of the public to speak for a maximum of 5 minutes

* District Councillor / County Councillor
* Members of the public to speak
* Reconvene meeting

1. **Planning.** 
   1. Planning applications received: None

* 1. Planning application decisions:

BA/2021/0074/COND. The Old Vicarage, Church Road. Erection of boathouse in alternative location on site, variation of condition 2 of permission BA/2020/0078/HOUSEH. Approved

1. **Agenda items. To discuss agenda items**
   1. To consider action regarding Waterworks Staithe on the basis that it is not fit for purpose. Recommendation to contact NNDC. Clerk has spoken to BA
   2. To confirm receipt of the Council’s Internal Audit report
   3. To consider, approve and sign the Annual Governance Statement for the annual audit
   4. To consider, approve and sign the Council’s accounting statement for the financial year 20/21
   5. To consider, approve and sign the Exemption Certificate for exemption from a limited assurance review
2. **To list items for the Horning Reach Parish News**
3. **To identify other items at the Chairman’s discretion**
4. **To confirm that the next meeting will take place in the Mill Suite at 7pm on Monday 7th June 2021**
5. **Closure of meeting**