

Clerk to the Council
Sarah Gaeta

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17th June 2021

To: Members of Hatfield Peverel Parish Council

You are hereby summonsed to attend

**THE PARISH COUNCIL MEETING
TO BE HELD IN THE MAIN HALL AT THE VILLAGE HALL
ON WEDNESDAY 23RD JUNE 2021 AT 7.30 PM**

for the purpose of transacting the following business.

SL Gaeta

Clerk to the Council

A G E N D A

21/28 Apologies for Absence

21/29 Minutes of the Parish Council Meeting held on 5th May 2021 to be taken as read and signed as a correct record by the Chairman.

21/30 Declarations of Interest (existence and nature) with regards to items on the Agenda. Councillors are reminded that the code of conduct that took effect from 1st July 2012 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

21/31 Public Participation session

With respect to items on the Agenda and other matters that are of mutual interest.

3 minutes per person; 15 minutes max

21/32 Year- end accounting

30 minutes

(a) Motion: The Parish Council to receive the Internal Audit Report for 2020/21.

(b) Motion: The Parish Council to approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2020/21.

(c) Motion: The Parish Council to approve and sign the Accounting Statements (Section 2) of the AGAR for 2020/21.

To note the dates of the period for the exercise of public rights of 28th June to 6th August 2021.

(d) Motion: The Parish Council to appoint Jan Stobart as Internal Auditor for the financial year 2021/22, at a cost of £225.

21/33 Assistant Clerk appointment and related matters

15 minutes

Motion: The Parish Council to confirm the appointment of the Assistant Clerk.

To consider the quote received for new office IT equipment (as recommended by Andlt Consulting) and to decide what will be purchased.

To note the order for two new office desks and two new pedestal drawer units for the Clerk and Assistant Clerk from Kempco at a cost of £451.20 + VAT.

21/34 Date of next meeting

3 minutes

Due to the extension of the Coronavirus restrictions until 19th July 2021, the Clerk recommends that the July meeting date be moved from 5th to 7th July when the main hall will be available, so that appropriate social distancing can be maintained.

Motion: The Parish Council to amend the date of the July meeting from Monday 5th to Wednesday 7th July.

Please direct any questions relating to items on the agenda to the Clerk by 9am on Monday 21st June.

Date of next Parish Council Meeting – To be confirmed