



Clerk: Mrs. Lisa Callan
2 Walgarth Court
Holcot
NN6 9TL

Telephone: 07547505027
E-mail: clerk@holcotvillage.co.uk
Website: www.holcotvillage.co.uk

Date: 12 May 2020
To: All parish councillors
From: Mrs L Callan, Clerk to Holcot Parish Council

Dear Councillor,

You are hereby summoned to the virtual Annual meeting of Holcot Parish Council on **Monday 18 May 2020** at 7.30 p.m. when the under mentioned business will be transacted. Join Zoom Meeting <https://us02web.zoom.us/j/86761531926> Meeting ID: 867 6153 1926.

AGENDA

- 20/45 **Elect Chair:** to elect a Chairman and sign the 'Acceptance of Office' form.
- 20/46 **Elect Vice-Chair:** to elect a Vice-Chairman and sign the 'Acceptance of Office' form.
- 20/47 **Apologies:** *to receive and approve apologies for absence.*
- 20/48 **Public address to the council:** *members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the chairman of the meeting.*
- 20/49 **Minutes of the last meeting:** *to receive and approve for signature the minutes of the meeting held on Monday 3 February 2020.*
- 20/50 **To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** *(members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).*
- 20/51 **Council policies, procedures and regulations**
- a) *To review and approve Councillor Responsibilities and Sectors*
 - b) *To review and approve the Standing Orders.*
 - c) *To review and approve the Code of Conduct*
 - d) *To review and approve the Risk Management policy*
 - e) *To review and approve the asset register*
 - f) *To agree on meeting dates and times for the year*
 - g) *To review and approve the Financial Regulations*
- 20/52 **Annual accounts for year ending 31 March 2020**
- a) *Receive and note the annual internal audit report*
 - b) *Approve and sign the annual governance statement*
 - c) *Approve and sign the annual accounting statements*

- 20/53 **Matters Arising**
- 20/54 **New Parishioners**
- 20/55 **Review actions not covered elsewhere:** *receive reports on actions outstanding.*
- 20/56 **Correspondence:** *to agree response/action to correspondence received.*
- a) *Email from Hannington Parish Council on 5/2 regarding the Mere.*
- b) *Email from Nicolas Davis on 7/2, interested in Holcot History.*
- c) *Jeremy from Park Landscapes, email on 13/2, wanting to know if the council are happy for his company to continue work this upcoming mowing season and if so, he would like to know if there are any additions.*
- d) *Emails from Keith Burrell on 6/3, regarding council tax rates and bandings.*
- e) *Overstone Parish Council (phone call 12 May) regarding Overstone Green.*
- ITEMS FOR DISCUSSION AND DECISION**
- 20/57 **Insurance:** *annual renewal*
- 20/58 **Pandemic response and future actions**
- 20/59 **Crossroads:** *agree next steps.*
- 20/60 **Dog Bins**
- 20/61 **Friends of Holcot:** *Agree costs for items needed.*
- ITEMS FOR REPORT AND DECISIONS ARISING**
- 20/62 **Road safety:** *receive update.*
- 20/63 **Lighting:** *receive update.*
- FINANCIAL CONTROL**
- 20/64 **Reforecast**
- 20/65 **Finance:** *to approve payments below, totalling £3192.51*

Cheque No. 101048	SSE	Lighting April/May	£303.72
101049	Npower	Lighting April 2019- October 2019 Dusk to dawn/Dawn to dusk	£2023.83
101050	EON	Lighting maintenance	£92.42
101051	Ramprint	COVID leaflets/Newletter	£134.00
101052	DM Payroll Services	Payroll services for 2020/21	£120.00
101053	David Walker	Reimbursement for playground padlock	£14.96
101054	Wave	Water supply - allotments	£27.91
101055	Information Commissioner	Data Protection fee	£40.00
101056	Lisa Callan	April/May salary & reimbursement for Microsoft office renewal (£59.99)	£435.67

- 20/66 **To receive financial report and approve bank reconciliation:**
- NEXT AGENDA**
- 20/67 **Agenda:** *to request items for inclusion on the agenda for the next meeting.*
- 20/68 **NEXT MEETING**
15 June 2020

Signed *L Callan*

Dated 12 May 2020