



Clerk: Mrs. Ruby Cole
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Date: 10th May 2021
To: All Parish Councillors
From: Mrs R Cole, Clerk to Holcot Parish Council

Dear Councillor,

You are hereby summoned to the virtual Annual meeting of Holcot Parish Council on **Monday 17th May 2021** at 7:30 p.m. at **Holcot Village Hall**, Back Lane, Holcot, Northampton, NN6 9SL when the under mentioned business will be transacted.

AGENDA

Annual Meeting of the Parish Council

- 21/103 **Elect Chair:** *To elect a Chairman and sign the 'Acceptance of Office' form*
- 21/104 **Elect Vice-Chair:** *To elect a Vice-Chairman and sign the 'Acceptance of Office' form*
- 21/105 **Elected Councillors:** *All councillors to sign the 'Acceptance of Office' form & Code of Conduct form*
- 21/106 **Apologies:** *to receive and approve apologies for absence*
- 21/107 **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).*
- 21/108 **Elections:** *To co-opt councillor for remaining seat, and sign 'Acceptance of Office' form & Code of Conduct form*
- 21/109 **Council policies, procedures and regulations**
- a) *To agree 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 Financial Regulations*
 - f) *To agree on meeting dates and times for the year*
 - g) *To review and approve the asset register*
- 21/110 **Annual accounts for year ending 31 March 2021**
- 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*

May meeting of the Parish Council

- 21/111 **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*
- 21/112 **Minutes of the previous meeting:** *To receive and approve for signature the minutes of the meeting held on **Monday 26th April 2021***
- 21/113 **Review Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 21/114 **Correspondence:** *To agree response/action to correspondence received:*
- a) *Email received 4th May 2021 to Council. Resident expressing positive comments regarding the Crossroads landscaping/planting*
- b) *Email received 10th May 2021 from NCalc. Training sessions taking place June/July for new councillors*
- 21/115 **New Parishioners:** *To note any new parishioners*
- To Receive Updates and Decisions Arising**
- 21/116 **Lighting:** *To discuss and approve lighting upgrade option*
- 21/117 **Police Liaison**
- 21/118 **Covid 19**
- 21/119 **Annual Parish Meeting: May 26th 2021** *Final planning*
- 21/120 **Planning:** *Car Boot*
- 21/121 **Road Safety and Highways:** *Update*
- a) **Flying Legends Airshow** - *Update*
- Finance**
- 21/122 **Reforecast:** *2021/2022 (if required by the Council)*
- 21/123 **Payments:** *To approve and authorise bank payments below totalling **£405.62 plus insurance***

Ref	Payee	Description	Amount
27	Northants Calc	Councillor Training Course	38.00
28	Clerk	May Salary	208.80
29	SSE	Electricity – Street Light 02/04/21 – 04/05/21	149.37
30	Clerk	Elections Travel Expense from Daventry DC	9.45
31		Insurance	tbc

- 21/124 **To receive financial report and approve bank reconciliation:**
Signatures required
- 21/125 **Next Agenda:** *To request items for inclusion on the agenda for the next meeting.*
- 21/126 **Upcoming Meetings:** *To note date of next meeting*
Wednesday 26th May 19:00 Annual Parish Meeting via Zoom

Signed *Ruby Cole*

Dated 10 May 2021