

MEPAL PARISH COUNCIL

Clerk: Mrs Karen Peck, email: clerk@mepalparish.org tel 01353 741066

Chairman: Mr Brian Rollason, email: brian@mepalparish.org

NOTICE OF MEETING: Annual Meeting of Mepal Parish Council
TIME: 19.00
DATE: Tuesday 4th May 2021
VENUE: Virtually via Zoom

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually using Zoom as permitted in "The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020" ("the 2020 Regulations").

The Parish Meeting link is Meeting ID: 84798883631 Passcode: 011779 if you wish to raise any points within Public Participation, we ask that these are sent to the Parish Clerk 48 hours prior to the meeting.

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

MEMBERS	4
VACANCIES	3
QUORUM	3

AGENDA

- 040521/1 TO ELECT CHAIRMAN OF THE COUNCIL AND RECEIVE THE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE
- 040521/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE
- 040521/3 TO RECORD APOLOGIES FOR ABSENCE
- 040521/4 MEMBERS' DECLARATIONS OF INTEREST
- 040521/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:
Full Parish Council Meeting 29th April 2021
- 040521/6 OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes)
At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman
- 040521/7 TO APPROVE AND ADOPT THE STANDING ORDERS
- 040521/8 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS AND INTERNAL FINANCIAL CONTROLS DOCUMENTS
- 040521/9 TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES
All policies remain unchanged except for a minor amendment to "Social Media and Communication Policy" & "Reserve Policy" and the addition of a "Security Camera Policy" circulated to all before the meeting

- 040521/10 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS
- 040521/11 INTERNAL AUDIT REPORT 2020/21 TO BE ACCEPTED AND APPROVED
- 040521/12 INTERNAL AUDIT REVIEW 2020/21
- 040521/13 AGAR 20/21: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED
- 040521/14 AGAR 20/21: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED
- 040521/15 APPOINTMENT OF INTERNAL AUDITOR 2021/22
- 040521/16 **MATTERS ARISING (30 minutes)**
1. Delegation Scheme – Appendix 1 to be approved
- 040521/17 **PLANNING (10 minutes)**
TO DISCUSS: None

UPDATES: None
- 040521/18 **FINANCE**
1. To approve payments and Bank Reconciliation up to 30th April 2021
- | | |
|--|----------------|
| a) Online Payments: | |
| Amazon – Pond Signage, Grass Collection Bags | £89.99 OC |
| MFG Witcham Toll – Fuel | £24.94 OC |
| JRH Contracts Ltd – Pavilion Car Park and pathways (Grantscape) | £2102.88 BACS |
| HMRC, Wages and Expenses | £2380.82 BACS |
| SLCC Membership Renewal | £50.00 BACS |
| CAPALC Affiliation Fees | £375.23 BACS |
| ECDC- Business Rates | £0.00 |
| ALD – Vertidrain, Fertilise, Overseed and Fencing to Pond (Grantscape) | £10032.00 BACS |
| Container People | £39.78 BACS |
| ROSPA Annual Inspection | £107.40 BACS |
| Cambridgeshire Proficiency Test Committee – PA6 | £110.00 BACS |
| S& J Accountancy – Audit | £110.00 BACS |
| b) Direct Debits Made: | |
| EE – Phone and Wifi | £40.63 DD |
| British Gas – Gas Pavilion | £53.89 DD |
| c) Income | |
| Covid Grant | £500.00 BACS |
| Grantscape Grant – in relation to JRH Contracts Ltd invoice | £17475.00 BACS |
- 040521/19 **DIARY DATES** – Next Working Group Meeting of Mepal Parish Council will be Tuesday 8th June 2021

27th April 2021

K Peck

Karen Peck

Clerk & Responsible Finance Officer

Mepal Parish Council