



Date: Wednesday, 13 May 2020

Time: 7.30pm

Place: Virtually via Zoom (log in details available from the Parish Clerk before the meeting)

Councillors are hereby summoned to this virtual Annual Meeting of Claxton Parish Council. Members of the Press and the Public are invited to attend and address the Council during the public participation session, however, the law does not permit members of the public and the press to take part in the debates.

Carla Petersen, **Parish Clerk & RFO**

AGENDA

Please note: due to the current Covid-19 coronavirus situation, the Parish Council will meet virtually via Zoom. Log in details are available from the Parish Clerk.

1. To elect Chair and sign Declaration of Acceptance of Office
2. To elect Vice-Chair and sign Declaration of Acceptance of Office
3. To receive and approve apologies for absence
4. To receive any declarations of interest from Members & consider requests for dispensation
Members are invited to declare Disclosable interests and other interests in items on the agenda as required by the Claxton Parish Council Code of Conduct for Members and by the Localism Act 2011.
5. To note insurance cover and agree the payment of the Insurance Premium
6. To agree banking arrangements for the year and to agree any changes to the nominated signatories
7. To consider the Internal Audit Report prepared by the Internal Auditor. Agree upon any course of action.
8. To note the Annual Internal Audit Report 2019/20
9. To consider and approve Section 1 (Annual Governance Statement 2019/20) of the Annual Return
10. To consider and approve Section 2 (Accounting Statements 2019/20) of the Annual Return
11. To consider and approve Certificate of Exemption (Annual Governance Statement 2019/20)
12. To approve minutes of Parish Council meeting held on 18 March 2020
13. **Adjournment for Public Participation (15 minutes allowed for)**
This provides an opportunity for members of the public to raise questions about and comment on items on the agenda before the Council make decisions.
14. **Reports from:**
 - Parish Clerk
 - County Councillor, Cllr Barry Stone
 - District Councillor, Cllr Vic Thomson
15. To discuss the coronavirus lockdown. Agree upon a course of action.
16. **Planning:**
 - To receive new planning applications and make comment
 - To receive results and updates on outstanding applications
17. **Highways:**
 - To receive a report on highways issues outstanding

18. Finance :

- To receive Statement of Accounts as at 13 May 2020
 - To note the bank balance
 - To note receipts
 - To note grants
 - To agree payment of invoices and other expenses received since last meeting (see list)
 - To agree HMRC Work from Home allowance increase from 01/04/20
19. To receive updates from individual Council Members (for information only).
20. To receive any items for inclusion on the next agenda (for information only).
21. To confirm date and time of the next Parish Council Meeting as Wednesday 8 July 2020 at 7.30pm in Claxton Village Hall or via Zoom if social distancing is still recommended.