

# HOMERSFIELD PARISH COUNCIL

## AGENDA

**To Parish Councillors: you are summoned to attend the meeting below**

**There will be a meeting of Homersfield Parish Council on Monday 6 July 2020 at 7.00pm**

**at 69, The Green, Homersfield:**

**an open space in compliance with CoVid 19 regulations**

**Members of the public will NOT be invited to attend the meeting under CoVid 19 regulations**

This meeting will not operate under normal openness and transparency and the following standing order was waived under CoVid 19 protocols:

*In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meetings lets the Council know beforehand so appropriate arrangements can be made to facilitate.*

**Full disclosure will be presented to the public via the website and notice board.**

1. **Welcome** by the Chairman
2. To receive and accept **Apologies** from those members unable to attend

*To receive any declarations of interest (personal, prejudicial or pecuniary), in particular matters to be raised at this meeting (Note: A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates and in this case the member may speak and vote, however if it is a prejudicial or pecuniary interest, the member should withdraw from the meeting whilst the matter is discussed.*
3. **Minutes:** Council to approve, Chairman to sign and Clerk to retain in records, minutes of the meeting held on 2 March 2020
4. **Matters arising:**
5. **Annual Governance and Accountability Return**
  - 5.1. Internal Auditor Report - to be approved, signed, dated and minuted
    - 5.1.1. Internal Auditor Report recommendations to be discussed, approved and actioned
  - 5.2. Annual Governance Statement - (page 4) to be approved, signed, dated and minuted
  - 5.3. Accounting Statements - (page 5) to be approved, signed, dated and minuted
    - 5.3.1. Bank Reconciliation - to be approved, signed and dated.
  - 5.4. Elector Rights Notice Dates - to be agreed - note postponement of deadlines to September 2020
  - 5.5. External Audit papers - to be approved, signed and submitted to PKF Littlejohn and uploaded to website
6. **Chairman's Report**
7. **Councillor Reports:** to discuss any reports and agree any necessary actions

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### 8. Financials:

#### 8.1. RFO Report: - agree any necessary actions

8.1.1. Contracts for renewal:

8.1.2. Accounts for Payment

8.1.3. Accounts paid between meetings

8.1.4. Bank reconciliation and Cashbook vs Budget

### 9. Clerk Report

### 10. Homersfield Wood

### 11. Register of Interests

### 12. Planning Applications received since last meeting: none

13. **Next meeting: 7 September 2020 at 7.00pm - venue and meeting dependent on CoVid19 regulations**

14.

15. **Items for next meeting:**

16.

17. **Close of Meeting**

Signed: *LUA LEGGETT* Locum Clerk

29 June 2020