

**HOLTON ST MARY PARISH COUNCIL**  
**ANNUAL GENERAL MEETING TO BE HELD ON WEDNESDAY 13 May 2020**  
**at 8 p.m. Via Video Conference**

**AGENDA**

01.20	<p><b>Elections</b></p> <p>a. To elect Chairman and sign Declaration of Acceptance  b. To elect Vice-Chairman  c. To elect Planning Committee  d. To elect Finance committee with powers to approve any amendments to Annual Return</p>
02.20	<p><b>Chairman's welcome, explanation of how the meeting will proceed via video link and to accept councillors apologies for absence</b></p>
03.20	<p><b>To accept members' declarations of interest in accordance with the council's Code of Conduct</b></p>
04.20	<p><b>Minutes</b></p> <p>To sign as a correct record the minutes of the meeting held on 11<sup>th</sup> March 2020</p>
05.20	<p><b>Public Forum</b></p> <p>To receive reports from and ask questions to County Councillor and District Councillor.  To permit public participation to make statements or ask questions</p>
06.20	<p><b>Planning</b></p> <p>a. To consider the following planning application and make recommendations: DC20/01286 Application for Listed Building Consent - Erection of two storey extension and alterations to dwelling and garage.   Lark Hall Sandpits Lane Holton St Mary Colchester Suffolk CO7 6NH.  b. To receive any planning decisions.</p>
07.20	<p><b>Appointments</b></p> <p>To make the following appointments for the year:  Footpath Warden  Highways representative  Tree Warden  Emergency Officer  Millennium Green representative  Village Hall Management Committee representative  Safer Neighbourhood Panel representative</p>
08.20	<p><b>Annual subscriptions</b></p> <p>To confirm subscriptions to be made - Community Action Suffolk (free) and SALC.</p>
09.20	<p><b>Asset register</b></p> <p>To receive updated asset register</p>
10.20	<p><b>Internal audit</b></p> <p>To appoint an internal auditor - SALC  To review the effectiveness of the internal audit process</p>
11.20	<p><b>Risk Assessment</b></p> <p>To approve and sign Risk Assessment document for 2020</p>
12.20	<p><b>Standing Orders</b></p> <p>To review and make any changes to Standing Orders</p>
13.20	<p><b>Financial Regulations</b></p> <p>To review and make any changes to Financial Regulations</p>
14.20	<p><b>Insurance</b></p> <p>To confirm insurance cover</p>
15.20	<p><b>Meeting Dates</b></p> <p>To receive dates for full council meetings for the coming year:  <b>8<sup>th</sup> July, 9<sup>th</sup> September, 11<sup>th</sup> November, 8<sup>th</sup> January 2021, 10<sup>th</sup> March , 14<sup>th</sup> April (APM) and 12<sup>th</sup> May.</b></p>
16.20	<p><b>Annual Return for year ended 31 March 2020</b></p> <p>a. To approve the Annual Governance Statement for the year ended 31<sup>st</sup> March 2020 and sign Section 1 of Annual Return</p>

	<p>b, To approve the Accounting Statements for the year ended 31<sup>st</sup> March 2020 and sign Section 2 of Annual Return</p> <p>c. To sign the Certificate of Exemption</p>																				
17.20	<p><b>Correspondence and Clerk's Report</b></p> <p>To note correspondence received since last meeting</p> <p>Email from resident about speeding lorries at Bacons Green</p> <p>Planning Officer Letter</p> <p>Suffolk Electoral Review postponement</p> <p>Coronavirus Updates</p>																				
18.20	<p><b>Finance</b></p> <p>a. To receive a financial report from the RFO including balances at bank. To sign report to certify as correct</p> <p>b. To authorise the following payments:</p> <table> <tr> <td>30 April 2020</td> <td>S/O</td> <td>Salary</td> <td>£303.33</td> </tr> <tr> <td>31 May 2020</td> <td>S/O</td> <td>Salary</td> <td>£303.33</td> </tr> <tr> <td>31 March 2020</td> <td>BACS</td> <td>JAK services</td> <td>£100.00</td> </tr> <tr> <td>25-Mar-20</td> <td>BACS</td> <td>Bland Landscapes</td> <td>£2,155</td> </tr> <tr> <td>01-Apr-20</td> <td>BACS</td> <td>SALC subs</td> <td>£140</td> </tr> </table>	30 April 2020	S/O	Salary	£303.33	31 May 2020	S/O	Salary	£303.33	31 March 2020	BACS	JAK services	£100.00	25-Mar-20	BACS	Bland Landscapes	£2,155	01-Apr-20	BACS	SALC subs	£140
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19.20	<p><b>Highways</b></p> <p>a. Speeding and other road issues</p> <p>b. Road condition</p> <p>c. Footpaths and Pavements</p> <p>Roadside Trees</p>																				
20.20	<p><b>Matters to be brought to the attention of the Council</b></p> <p>To agree items for next agenda</p>																				
21.20	<p><b>Next meeting</b></p> <p>To confirm 8<sup>th</sup> July 2020 as date for next meeting</p>																				

Anne Priestley (Parish Clerk)

4.5.20

IF YOU WOULD LIKE TO JOIN THE MEETING I WILL SEND YOU DETAILS – CONTACT ANNE 01473 310609 OR  
HSM PARISH CLERK@YAHOO.CO.UK