

DEOPHAM & HACKFORD PARISH

To Members of the Council

You are hereby summoned to attend the next meeting of Deopham & Hackford Parish Council which will be held via Zoom (online video conference) on Wednesday 6th May 2020 at 7.30pm.

The Council welcomes the public and press to its meetings. The public and press are able to address the Council during the Public Participation session.

Please note this meeting will take place via video conference due to the current Coronavirus outbreak and guidelines to stay at home. The meeting will be accessible to the public via www.zoom.us and clicking the 'Join Meeting' button. Enter the following details:

Meeting ID: 880 5412 7757

Password: 054319

Attendees are advised to allow 5 minutes to join the meeting if you do not already have Zoom installed. Zoom is free to use and can be accessed via a laptop, tablet or smartphone.

AGENDA (published 29th May 2020)

1. To receive and accept apologies for absence
2. To receive declarations of interest in items on the agenda and consider any requests for dispensations
3. To approve and sign the minutes of the Parish Council meeting on 6th May 2020
4. To report on progress of matters arising from previous meetings and review the action log
5. To note correspondence received
 - 5.1. Parish Friends of the mobile library scheme
6. To review the asset register
7. To consider and agree the insurance policy renewal
8. Finance
 - 8.1. To receive the bank reconciliation for April/May 2020 and approve the following payments:

8.1.1	Zurich – Insurance Policy Renewal	£476.42
8.1.2	HMRC – Employers PAYE	£7.80
8.1.3	Jordana Wheeler – Clerks Salary & Expenses (May 2020)	£264.88

9. To agree training on Website Accessibility for the Clerk
10. To consider matters in relation to the annual audit for financial year ending 2019-20
 - 10.1. To consider the Internal Auditors report for the financial year ending 31 March 2020 and consider recommendations
 - 10.2. To agree the accounts for the financial year ending 31 March 2020.
 - 10.3. To consider whether to exempt the Council from an external audit and if so to authorise the Clerk and Chairman to sign the form.
 - 10.4. To consider the assertions on, and complete, the Annual Governance Statement 2019/20 and to authorise the Clerk and Chairman to sign.
 - 10.5. To consider and approve the Accounting Statements 2019/20 and to authorise the Chairman to sign.


11. Opportunity for Public Participation

Members of the public are encouraged to submit any questions they may have prior to the meeting by email to the Clerk at deophampc@gmail.com

12. To confirm the date of the next meeting – Wednesday 1st July 2020. Please note there is no meeting scheduled for August.

13. To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public for the following confidential items:

13.1. To consider the annual increase in the Clerk's salary

 , 29th May 2020