

AWBRIDGE PARISH COUNCIL ANNUAL MEETING

Members of the Public and the Press are invited to attend the (online) annual meeting of the Council on ZOOM on Thursday, 14th May 2020 commencing at 7.30pm



Ian Milsom
Clerk to The Council
Dated 5th May 2020

AGENDA

			Indicative timings
1.	31/20	Election of Chairman	7.30
To elect the Chair for the year 2020/2021			
The new Chair, if present, will preside at the meeting			
2.	32/20	Apologies for absence	7.30
To receive apologies from Councillors absent from the meeting.			
3.	33/20	Declarations of interest	7.35 5
Councillors are asked to declare any interests in relation to this meeting			
4.	34/20	Election of Vice Chair	7.40 5
To elect the Vice Chair for the forthcoming year.			
5.	35/20	Public observations/questions on agenda items	7.45 15
To suspend the business of the Council to allow members of the public to make observations or put questions to the Council <i>about items on the agenda.</i>			

N.B. Members of the public may only speak when invited to do so by the Chairman.

6.	36/20	Minutes	8.00	5
		To confirm the minutes of the video meeting held on 2 nd April 2020.		
		Information update on items from the meeting on 2 nd April 2020 not on the agenda.		
7.	37/20	Election of representatives to outside bodies	8.05	5
		<ul style="list-style-type: none"> • Test Valley Association of Town & Parish Councils 		
8.	38/20	To agree the lead Councillor(s) for the following areas of responsibility:	8.10	10
		<p>a. Human resources – to lead on issues relating to Council employees. Currently GJ</p> <p>b. Planning – to review planning applications received by the Council and to brief fellow councillors on any material planning issues relating to individual applications. Currently AS/KS</p> <p>c. Neighbourhood Development Plan (NDP) – to act as the link between the Parish Council and the NDP Steering Group. Currently NAK/DC</p> <p>d. Lengthsman – to co-ordinate the Lengthsman’s monthly worksheet and to liaise with the lead parish council. Currently KS</p> <p>e. Highways – to lead on issues relating to highways, traffic and parking. Currently PL/DC</p> <p>f. Bridle Paths/Rights of Way - to lead on issues relating to Bridle Paths/Rights of Way. Currently KS</p> <p>g. Recreational facilities – to lead on issues relating to recreational facilities. Currently AS</p> <p>h. Fixed Assets – to monitor condition of fixed assets, recommending their maintenance/replacement as appropriate. Currently PL.</p>		
9.	39/20	Maintenance contracts	8.20	5
		To note the following contracts:		
		<p>a. SLR Maintenance</p> <p>b. Lengthsman</p>		

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|-----|-------|---|------|----|
| 10. | 40/20 | General Administration | 8.25 | 10 |
| | | <p>a. Budget details for Financial Year 2020/21
To note the agreed budget for the year (Details lodged on Dropbox)</p> <p>b. Insurance cover
To note the insurance cover for 2020/21 (Details lodged on Dropbox)</p> <p>c. Chairman’s Allowance
To decide on the level of ‘honorary’, if any, for the Chairman</p> <p>d. Clerk’s Salary and Expenses
To note the 2020/21 National Joint Council (NJC) NALC/SLCC agreed pay rates for 2020/2021 (Effective 1 April 2020). There is yet no agreement on the level of increase. The Employer side has made a final offer of 2.75%. The Staff side claim is for a 10% increase across all grades.</p> <p>e. Asset Register
To note the asset register dated 31 March 2020.</p> <p>f. Risk Register
To approve the risk register</p> | | |
| 11. | 41/20 | Annual Governance and Accountability Return for The year ending 31 March 2020 | 8.35 | 10 |
| | | <p>a. To receive a report from the clerk.</p> <p>b. To agree to completion of page 3 of the Annual Return, being a certificate of exemption – based on the criteria of Council’s annual income and expenditure being less than £25,000 - from sending the completed Annual Governance and Accountability return to the external auditor.</p> <p>c. To confirm that the Clerk is the Responsible Finance Officer for 2020/2021.</p> <p>d. To note the overall financial reserve held - which is considerably in excess of 12 month’s operating costs – and the ring-fenced cost headings against which this overall reserve is allocated.</p> | | |
| 12. | 42/20 | Financial Administration | 8.45 | 10 |
| | | <p>1. To review and approve the following documents:</p> <ul style="list-style-type: none"> • Standing orders • Financial regulations | | |

- Action on all matters raised in internal audit report 2018/19 (Details lodged on Dropbox)
2. To appoint 'Do the Numbers' as the internal auditor for the financial year 2020/2021.
 3. To authorise payments - see appendix 2.

13.	43/20	Planning	8.55	10
		To consider planning applications notified to the Council. See Appendix 1.		
14.	44/20	To confirm:	9.05	
		<ul style="list-style-type: none"> • The date of the next meeting of the Parish Council as 27th June 2019 and to receive items for the agenda 		
15.	-	Closure of meeting	9.05	

Appendix 1

Planning Applications

None received at the date of production of this agenda

Outcome of previous planning applications

Details are available on the Parish Council website www.awbridgepc.org.uk

Appendix 2

Cheque payments for authorisation*

Cheque no.	Payee	Payment Amount	Reason
To be notified	To be notified	To be notified	To be notified