



EYTHORNE PARISH COUNCIL

Sir/Madam,

You are hereby summoned to attend a VIRTUAL Annual Meeting of Eythorne Parish Council starting at **6.30pm Wednesday 5th May 2021** for the purposes of considering and passing such resolutions as may be deemed necessary or desirable in respect of the matters contained within the agenda. If you are unable to attend this meeting, will you, please advise the Clerk in advance by email so that your apologies and reasons for absence can be given at the meeting.

Members of the public please contact the Clerk by email by 5.30pm on the 4th of May 2021. (eythornepcclerk@fastmail.fm) for attendance to receive an invitation to join the meeting.

AGENDA

1. **APOLOGIES FOR ABSENCE** - To receive any apologies of absence.
2. **ELECTION OF CHAIRMAN** – To elect a Chairman to Eythorne Parish Council for the year 2021-22. **The Chairman to take the Declaration of Acceptance of Office and sign.**
3. **ELECTION OF VICE CHAIRMAN** – To appoint a Vice Chairman to Eythorne Parish Council for the year 2021-22
4. **MEMBERS INTERESTS** – To register any new interests, deregistration by members.
5. **MEMBERSHIP OF COMMITTEES** – Council is requested to re-appointment of the following committees for 2021-22:
 - Playground Committee
 - Allotment Committee
6. **APPOINTMENT TO OUTSIDE BODIES** – Representatives to be appointed to the following outside bodies for 2021-22:
 - KALC Area Committee
7. **ANNUAL RETURN RISK MANAGEMENT STATEMENT 2021-2022** – Members are requested to approve the Risk Management Statement for 2021-22. The Chairman to sign.
8. **ANNUAL RETURN STATEMENT OF INTERNAL CONTROL** - To review the effectiveness of the system of Internal Control. Members are requested to consider the Statement of Internal Control in support of the Annual Governance Statement for the year ending 31.03.2021. The Chairperson and Parish Clerk/RFO to sign.
9. **ANNUAL RETURN GOVERNANCE STATEMENTS** - The Council has to formally resolve to approve the Annual Governance Statement (Section one) for 2020-2021. Once approved the Chairman and Responsible Financial Officer sign The Annual Return.
10. **ANNUAL RETURN ACCOUNTING STATEMENTS** - The Council has to formally resolve to approve the Accounting Statements for 2020-21 (Section two) which the RFO has already signed, once approved the Chairman will sign.
11. **END OF YEAR ACCOUNTS/BANK RECONCILIATION AS AT 31.03.21** – To receive the end of years accounts/bank reconciliation.

Ms Caroline Vincent
Clerk to the Council, 28th April 2021