

SCARISBRICK PARISH COUNCIL

To Members of Scarisbrick Parish Council.

You are hereby summoned to attend a virtual Microsoft Teams meeting of Scarisbrick Parish Council to be held at 7.30 pm on Tuesday 4th May 2021 (meeting was originally scheduled for Monday 10th May 2021) for the transaction of the following business.

Judith Smith
Clerk to the Council

Date: 28th April 2021

AGENDA

- 21/092 ELECTION OF CHAIRPERSON OF THE COUNCIL** for the next 12 months
- 21/093 ELECTION OF VICE-CHAIRPERSON OF THE COUNCIL** for the next 12 months.
- 21/094 APOLOGIES:** to receive apologies and approve reasons for absence.
- 21/095 DECLARATIONS OF INTEREST:** (a) to declare any disclosable pecuniary or non-pecuniary interest in matters on the agenda; (b) to consider requests for dispensation.
- 21/096 MINUTES:** to approve the minutes of the meeting held on Wednesday 21st April 2021
- 21/097 ADJOURNMENT OF THE MEETING:** to allow for a period of public discussion.
- 21/098 PLANNING APPLICATIONS:** to consider the applications on the attached list
- 21/099 FINANCE:**
- a) to consider accounts for payment on the attached list
 - b) to note remittance advices received on the attached list
 - c) to receive the 2020-21 Quarter 4 (Jan21 to Mar 21) bank reconciliation (attached)
- 21/100 2020-21 END OF YEAR BUDGET OUTTURN:** to receive and approve the 2020-2021 budget outturn report. (circulated)
- 21/101 2020-21 ANNUAL ACCOUNTS:** to receive and approve the Annual Financial Statement of Accounts 1st April 2020 to 31 March 2021 (circulated).
- 21/102 INTERNAL AUDITOR'S REPORT (YEAR ENDING 31 MARCH 2021):** to note the Internal Auditor's Report. (circulated)
- 21/103 REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL:** to receive and approve the review of the effectiveness of internal control carried out by the Chair and Vice-Chair.(attached)
- 21/104 2020-21 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR):**
- a) to approve AGAR timetable (attached)
 - b) to note the Annual Internal Audit Report (attached)
 - c) to complete and approve the Annual Governance Statement – Section 1 (AGS) (attached with further details)
 - d) to review and approve Accounting Statements- Section 2 (attached)
- 21/105 2020/21 VAT CLAIM:** to note 2020/21 VAT claim for £515.25 to be submitted to HMRC (attached)
- 21/106 RETURN OF FACE-TO-FACE MEETINGS:** This item was deferred for discussion from 21st April Scarisbrick Parish Council meeting (circulated)
- 21/107 RENEWAL OF SUBSCRIPTIONS:** to approve the renewal of the following annual subscriptions:
- a) Norton Anti-Virus £60.00 (estimated) Due 10/06/21
 - b) Microsoft365 Office £40.00 (estimated) Due 05/06/21
- 21/108 UPDATED POLICIES:** to approve the following policies (circulated):
- a) Data Protection
 - b) Record Retention
 - c) Freedom of Information
 - d) Privacy Notice
- 21/109 QUEENS VOLUNTARY SERVICE AWARD:** to consider the information received from LALC regarding the nomination of local volunteer groups (circulated)
- 21/110 2021 GARDENING COMPETITION:** to receive updated proposal for virtual competition.
- 21/111 CLERKS REPORT: FOR INFORMATION** (attached)
- 21/112 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS;** to receive Councillors reports (for information only) and requests for future agenda items.
- CONFIDENTIAL ITEMS - members of the public may be excluded under the provisions of the Public Bodies (admission to meetings) Act 1960 on grounds of the confidential nature of the business to be transacted.**
- 21/113 PARIISH CLERK SALARY:** To consider the award of one incremental pay point on the completion of 6 months probationary employment period, from 16th May 2021.

Members of the public wishing to view the meeting must email the Clerk at scarisbrickpc@outlook.com before midday on the day of the meeting to receive a meeting invite.

Scarisbrick Parish Council
Email: scarisbrickpc@outlook.com