

DENNINGTON PARISH COUNCIL

AGENDA FOR ANNUAL MEETING OF THE PARISH COUNCIL to be held at the Jubilee Hall on Monday 27th July 2020 Following the Annual Parish Meeting

Councillors: Robert C .T. Wardley (Chair), Matt Lunn, Mary Mann, Doris Dearing, Nick Watts, John Calver, Rebecca. Smith, Sam Steward

Copied for information to:

County Councillor Stephen Burroughes & Ward Councillor Maurice Cook

AGENDA

1. To appoint Chairman and signing of Chairman's Declaration of Office
2. To appoint Vice Chairman and signing of Declaration of Office
3. To receive apologies for absence
4. Declarations of interests & applications for dispensations
5. Minutes of:-
 - i) Planning Meeting of 16th March 2020
 - ii) Council Meeting of 16th March 2020to be approved as true records of the meetings
6. Matters arising
7. Appointment of Officers and Council Representatives

Responsible Financial Officer

Examining Councillor

Tree Warden

Transport

Highways and Footpaths

SALC Representative

Neighbourhood Plan

Health and Safety

Council Representatives

Dennington Jubilee Hall

Dennington Consolidated Charities

Dennington Sports Club

8. Chairman's report
9. Clerk's report
10. Responsible Financial Officer's report
 - a) To consider making the following payments

Reference	Amount	Payee	Details
P07 20-21	£730.65	L. Kirk	Pay to 30.06.2020
P08 20-21	£10.40	HMRC	PAYE

- b) To note payments made since the last meeting

Reference	Amount	Payee	Details
P01 20-21	£200.04	Robins Row ltd	Mower insurance
P02 20-21	£100.00	Suffolk Cloud	Website hosting
P03 20-21	£259.59	SALC	Annual subscription
P04 20-21	£21.60	SALC	6 months payroll
P05 20-21	£40.00	ICO	Data Processor fee
P06 20-21	120.00	Trevor Brown	Internal audit

c) To note payments received since the last meeting

Date	Amount	Company	Details
25.03.2020	£4,228.04	HMRC	VAT refund
29.04.2020	£4999	East Suffolk Council	50% precept

d) To note bank account balances

11. Procedural

a) To consider acceptance of the **Accounts and Statement of Significant Variances** for the year ending 31st March 2020

b) To complete of **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31st March 2020

c) **To complete Part 3 of the Annual Return** (as the Council is subject to a Limited Assurance Review due expenditure of over £25,000)

d) To note Statement of Significant Variances

e) To note clerk's rate of pay from 1st April 2020 as per NALC's recommendations

12. To review Internal Auditors' Report on 2019-2020 annual paperwork

13. To review

a) Standing Orders

b) Assets Register *Updated to include new mower, and remove Parkway mower.*

c) Financial Regulations

d) Statement of Internal Control & its effectiveness

e) Risk Assessment Physical Assets

f) Financial Risk Assessment including adopting a new clause regarding non-compliance with the GDPR and actions in place to mitigate the risk.

g) Data protection policy

14. To re-adopt 2012 Suffolk Model Code of Conduct

15. To approve draft Community Infrastructure Levy (CIL) Report for 2019/2020

16. To appoint an internal auditor for the year ending 31st March 2021

17. To discuss NALC's new model code of conduct

18. Planning

i) DC/20/2502/TCA Little Wish, The Street, Dennington: Tree works

ii) DC/20/2406/LBC Corner House, The Square, Dennington: Replace 3 windows

19. Highways and Footpath Issues

20. To consider correspondence received since date of last meeting and determine any actions

21. To receive Councillors' reports

PUBLIC FORUM

Members of the public are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman.

Including report by Police & District and County Councillors' Reports, if applicable.

22. Matters to be raised at the next meeting

23. Date of next meeting

Lydia Kirk

Clerk to Dennington Parish Council