

Brightwalton Parish Council

To: All Members of Brightwalton Parish Council
You are required attend the Annual General Meeting of Brightwalton Parish Council on **Wednesday 5th May 2021 at 8.15 pm**
(to follow Parish Meeting) via Video Conference

Please contact the Clerk for Joining Details –
brightwaltonpc@btinternet.com / 07811 322994

1. To elect the Chair of the Council and to sign the Acceptance of Office
2. To accept Apologies & Declaration of Interests
3. Acceptance of the March & April meeting minutes
4. Finance
 - To review the internal auditor and internal control reports
 - Accounts 2020/21 – To review and approve Certificate of Exemption, Account Statements alongside the Bank Reconciliation and Explanation of Differences
 - To review and approve the Council asset list
 - Clerk to report on balance, invoices and receipts since the March meeting
 - To agree ICO registration for data protection requirements
 - Payments to approve – insurance renewal, audit fee, 20/21 payroll admin

Matters Arising / Outstanding:

5. To review and agree updated Financial Regulations, Standing Orders and General Policies & Procedures
6. Playground Inspection – review and agree actions
7. Memorial bench for John Hall-Craggs – to confirm install and PC donation
8. Cricket nets – to consider refurbishment
9. To consider donation towards Covid-19 Memorial bench at the Downland Practice
10. Brickleton News – update on printing costs & agree May articles

11. Planning

- 21/00688/FULD West Glebe, Common Lane – Erection of a separate 4-bedroom dwelling in the residential curtilage of West Glebe. PC to agree response
- To state for the record response on 21/00564/HOUSE Hope Cottage, RG20 7BP – replacement of sleepers, new screening, replacement of post and rail fence, reposition gate. PC responded with No Objections

12. Additional correspondence to note

13. Matters for Future Discussions

Signed: *S Youldon*, Parish Council Clerk – 27th April 2021