**The Annual Meeting of Willersey Parish Council will be held on**

**Monday 17th May 2021** **at 7.30 pm in the Village Hall**

Please remember that if you are unable to attend you should make your apologies before

the meeting so they may be recorded. Thank you

***Councillors are reminded of the requirement under the Code of Conduct to make:***

***A Declaration of Interest and record it whenever it is personally appropriate.***

**AGENDA**

1. **Election of Chairman**: P.Bennett , vice chairman: B.Lawrence
2. **Apologies for absence**.
3. **Agreement to the minutes of the meetings held on Monday 19thApril**
4. **Matters arising from the minutes.**
5. **To Receive County and District Councillors reports**
6. **To Receive Parish Councillors Reports**
7. **Highways, Greens and Cemetery**

* To approve grave stone designs : Frederick Taylor 206
* To discuss not strimming under the trees on the top green to protect wild flowers
* Update on Pool Orchard – **N.F.**
* To decide action on Rospa safety report on recreation ground.
* To agree installation of a memorial bench, for A.Barker,in the cemetery – **N.J.**
* Update on results of the cemetery archaeological excavation **- Clerk**
* Update on VAS in Collin Lane - **N.F.**
* Holiday lets – **N.G.**

1. **Planning**

* None

1. **Clerk’s Report**

* Recreation Ground Lottery Grant approved £10k
* St.Winifreds letter requesting widening of access road.
* Update on bank signatories.
* Defibrillator update

1. **To agree arrangements for the Annual Parish Meeting**
2. **Finance and General** (month end balances)

* Balance at bank a/c 01691621 £45553.74 (£35935.68)
* Blue Cedar a/c 62013568 £40000.98 (£40000.33)
* Recreation Ground a/c 62014660 £20011.86 (£20011.54)
* General Reserve a/c 62193060 £13538.05 (£13537.83)

1. **Audit** - **Preparation of documents for submission to the external auditor**

* To review the effectiveness of the system of internal control

The Parish Clerk and Responsible Financial Officer confirms that following the results of the annual internal audit report he was satisfied that:

* The Statement of Accounts presented fairly the financial position at the end of the financial year 2020`/21
* The Statement of Accounts presented fairly the income and expenditure for the year 2020/21
* He had carried out a review of the system of internal control and was content as to its effectiveness and had therefore signed the Accounting Statements.
* The members of the meeting as a whole to consider the findings of the review and decide whether they are satisfactory.
* **Ref. 17.05.21.A3** The meeting as a whole to consider a motion approving the Annual Governance Statement
* The meeting as a whole to consider the Accounting Statements.
* **Ref. 17.5.21.A6** The meeting as a whole to consider a motion approving the Accounting Statements.
* To agree that the Accounting Statements be signed and dated by the Chairman

1. **Payments for approval:**

Cheques

1502 Clerks Salary £325.76

1503 H.J.Taylor £36.78

1504 Internal Audior, I. Selkirk £130.00

1505 SmartCut £498.15

1506 Rospa Safety Report £107.40

1507 D. Jeanes tree pollarding £480.00

1508 Oakleigh Renovations Tel. Box £930.00

1509 Office Expenses £14.39

1510 Heartbeat Defibrillator £2100.00

1511 BHIB` £8.33

1512 Defib. Pads – Bill Payne £103.26

**16.AOB**

Confirmation of the next meeting Monday 21st June at 7.30 pm.

The chairman P.Bennett will be resigning effective 14th June. The first item on the agenda will therefore be the election of a new chairman B.Lawrence