

# NOTICE OF SHOTTISHAM PARISH COUNCIL ANNUAL GENERAL MEETING

**Tuesday 26th May 2020  
at 7.30pm via Zoom Video Conference**

**PLEASE CONTACT THE CLERK FOR FULL DETAILS AS TO HOW TO ATTEND THE ONLINE MEETING**

All councillors are hereby summoned to attend a meeting of the Parish Council as detailed above.  
All public and press are cordially invited.

## AGENDA

1. To Elect a Chair: Signing of the Declaration of Acceptance of Office
2. Chairman's welcome and apologies for absence
3. To receive any Declarations of Interest
4. PUBLIC FORUM: - *an opportunity for parishioners to briefly raise matters of concern without having to sit through the whole agenda*
5. Reports: AR, (SCC) JM (ESC)
6. To agree Minutes of 12<sup>th</sup> March 2020
7. To Confirm adoption of newly reviewed Standing Orders and Financial regulations
8. To accept and sign Accounts to 31<sup>st</sup> March 2020
9. To accept Internal Auditor's Report for 2019/20 and Page 4 of the Annual Governance and Accountability Return (AGAR) 2019/20
10. To declare Parish Council exempt from Limited Assurance Review by PFK Littlejohn LLP and completion of Certificate of Exemption
11. To agree and complete Section 1 of Part 2 of the AGAR 2019/20
12. To agree and complete Section 2 of Part 2 of the AGAR 2019/20
13. To review and sign Asset Register
14. To review Playground Risk Analysis
15. To receive update on Highways Issues
16. To receive update on playground issues
17. To review clerk's pay and recommendation of an increase
18. Clerk's report and Finance report:
  - a) Financial Report
  - b) Signing of cheques
    - i. Clerk's wages £220.00
    - ii. HMRC £55.00
    - iii. SALC subscription 2019/20 £140.47
    - iv. Trevor Brown (internal audit) £80.00
    - v. CGM Group (grass cutting) £116.40
19. To receive updates on the action points from the previous meeting in March
20. Matters to be brought to the attention of the Council

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Lesley Roberts, Parish Clerk