

# NOTICE OF SHOTTISHAM PARISH COUNCIL ANNUAL GENERAL MEETING

**Tuesday 4th May 2021  
at 7.30pm via Zoom Video Conference**

**PLEASE CONTACT THE CLERK FOR FULL DETAILS AS TO HOW TO ATTEND THE ONLINE ZOOM MEETING OR USE THE MEETING ID: 856 3537 3092 PASSCODE: 465127**

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. PUBLIC FORUM: - *an opportunity for parishioners to briefly raise matters of concern without having to sit through the whole agenda*
4. To receive any Declarations of Interest
5. To agree Minutes of 9<sup>th</sup> March 2021
6. To co-opt Katie Emerson onto Shottisham Parish Council as a new councillor
7. To confirm adoption of newly reviewed Standing Orders and Financial regulations
8. To accept and sign Accounts to 31<sup>st</sup> March 2021
9. To accept Internal Auditor's Report for 2020/21 and Page 4 of the Annual Governance and Accountability Return (AGAR) 2020/21
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 2020/21
12. To agree and complete Section 2 of Part 2 of the AGAR 2020/21
13. To review and agree updated Asset Register
14. To receive update on Highways Issues
15. To receive update on playground issues
16. Clerk's report and Finance report:
  - a) Financial Report
  - b) Signing of cheques
    - i. Clerk's wages £240.00
    - ii. HMRC £60.00
    - iii. SALC subscription 2021/22 £144.17
    - iv. Philip Bouscarle (fence posts) £19.20
    - v. Lesley Roberts (Canon printer) £179.99
    - vi. Trevor Brown (internal audit) £100.00
17. To receive updates on the action points from the previous meeting in March
18. Matters to be brought to the attention of the Council

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Lesley Roberts, Parish Clerk