

MELTON CONSTABLE PARISH COUNCIL

Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB
01263 587755 / 07754 885750 clerkmeltonpc@gmail.com

A Meeting of the Parish Council will be held on Tuesday 4th May 2021 via Zoom (online), at 6:30pm.

The public and press are welcome to attend. Meeting ID: 893 0949 9120, Password: 663601.
Please contact the Clerk if you require any assistance to access this meeting.

AGENDA FOR THE PARISH COUNCIL MEETING

1. (i) To elect the Chair for 2021-22
(ii) To elect the Vice Chair for 2021-22
2. To receive apologies for absence
3. Declarations of Interest.
4. To approve the minutes from the Parish Council meeting held on Tuesday 13th April 2021
5. To declare the Parish Council exempt from external audit in 2020-21.
6. To receive the Internal Audit report and recommendations.
7. To approve and sign the Annual Governance Statement 20-21.
8. To approve and sign the Accounting Statements 2020-21.
9. To approve an internal auditor for 2021-22.
10. To approve the following payments:

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| K Cotgrove – May salary & exp. inc. HMRC | £321.00 |
| Westcotec – monthly lighting maintenance | £13.25 |
| P Minns – Grass cutting March (retrospective) | £430.00 |
| P Minns – bus shelter painting (retrospective) | £247.49 |
| P Minns – grass cutting April | £430.00 |
| P Collins – grass cutting – April | £220.00 |
| J Boxall – internal audit | £75.00 |
| E.on – electricity direct debit April | £30.90 |
11. Any other urgent business for information only.
12. To agree the date of the next Parish Council meeting
13. To close the meeting.

*The legislation to allow this meeting to be held virtually can be found at: The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020
<http://www.legislation.gov.uk/uksi/2020/392/contents/made>*

Signed: Kirsty Cotgrove, Clerk
Dated: 27th April 2021