

LOCAL GOVERNMENT ACT 1972

PARISH OF GREAT ALNE

ANNUAL MEETING & ANNUAL ASSEMBLY GREAT ALNE PARISH COUNCIL

NOTICE IS HEREBY GIVEN THAT:

**A Meeting of the Parish Council for the above-named Parish will be held at
Great Alne Primary School on:**

**Wednesday the 19th day of May 2021 at
7pm**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. Dated this day 14th May 2021.

Kyla Brown, Clerk to the Parish Council.

NOTE: Minutes and agenda are available on the website: www.greatalne-pc.gov.uk

[MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND](#)

REQUIREMENTS FOR MEETING SAFELY:

Please let the Clerk know by email (greatalne.parishcouncil@googlemail.com) if you plan to attend in person, to ensure numbers comply with the room's capacity in accordance with the Covid-safe risk assessments carried out by Great Alne Primary School and Great Alne Parish Council (copies of which are available from the Clerk).

The meeting will be held in accordance with current Coronavirus restrictions and public health advice. Such measures include, but are not limited to:

- providing your name and contact details on entry for the purposes of track and trace
- following the signed entrance and exit routes as a one-way system will be in operation
- one toilet will be used and will be signposted

- face masks must be worn for the duration of the meeting unless speaking
- hand sanitiser will be made available
- doors and windows will be left open for ventilation
- seats will be positioned 2m apart and we ask you to please respect the social distancing rules
- the use of printed papers will be kept to a minimum.

The Parish Council encourages members of the public to make written representations on issues rather than attending in person.

ANNUAL MEETING

AGENDA:

1. Election of Officers
2. Co-option of new Councillor
3. To accept apologies for absence
4. Declaration of interests in items on this agenda
5. To receive the Chairman's Declaration of Acceptance of Office
6. To receive all Councillors' Declaration of Acceptance of Office
7. To review Council's Code of Conduct, Standing Orders, Financial Regulations, Risk Management Policy, Complaints Procedure, Grievance & Disciplinary Policies, Freedom of Information Publication Scheme, Diversity and Equality, Social Media, Donations policies and Privacy Notice
8. To review portfolio responsibilities
9. To review Cheque Signatories, Bank Mandate
10. To receive a report on the capital assets and liabilities vested in the Council
11. To review Register of Hospitality & Gifts and DPIs
12. Donations made 2020/21
13. To obtain authority for councillors to continue to receive summons and associated papers for council meetings electronically
14. Consideration, approval and sign off of GAPC accounts for the past financial year and agree that such accounts form part of the Annual Return.
15. To receive and note the Internal Audit Report dated 13 May 2021.
16. To approve the Governance and Accounting Statements for the Annual Governance and Accountability Return 2020/21 Part 2 for external audit

ANNUAL ASSEMBLY

AGENDA:

1. Welcome by the Chair
2. Apologies for absence
3. Chairman's Report on business specific to the Parish of Great Alne
4. Adjournment of meeting until a later date
