

Southleigh Parish Council

Clerk to Parish: Tracy Smith, 28 Burnardsfield Road, Colyton, Devon EX24 6PF
Tel: 07792302318. Email: southleighparishclerk@gmail.com

I hereby give notice of a Bi Monthly Parish Meeting of Southleigh Parish Council and summon Members to attend on **Wednesday 19th May 2021 at 7.45 pm** in Southleigh Parish Hall.

Members of the public are most welcome to attend and to make representation, ask or answer questions and give evidence on the any item on the agenda before the commencement of the meeting. Each member of the public is entitled to speak once only. The maximum time permitted for public participation will be 5 minutes. Members of the public should contact the clerk.

AGENDA

1. APOLOGIES

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the Members present and that record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which are tendered to also be recorded. Under Section 85 (1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. To receive Declaration of Interests

In accordance with the Code of Conduct, members are invited to declare any personal or disclosable pecuniary interest, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.

3. Financial Matters

i).
Annual accounts 2020/2021

End of year to be approved.
Balance end of year accounts to 31st March 2021
Record of payment over £100.00
Bank reconciliation
Asset Register 2020/2021

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ii). AGAR

- a) To accept Audit Report on 2021 accounts
- b) For the authority to consider and to respond to Section 1 of the AGAR – Annual Governance Statement 2020/21.
- c) For the authority to approve Section 2 of the AGAR – Accounting Statements for year -ended 31.03.2021.

Period of elector's rights

The local Audit and Accountability Act 2014 requires the Council to publish its own period for public rights; the period must include the first 10 working days of July.

To note that the period of elector's rights will commence for 30 days and will commence on Monday 14th June 2021 and finish on Friday 23rd July 2021.

Notification will be placed on the noticeboard and website.

- iv). Confirmation of Feedback from last year AGAR from External Auditor
- v). Confirmation of receipt of first half of precept.
- vi). Confirmation of insurance document received from First Community.
- vii). Request for Tracy Smith last tax refund claim to be sent to HMRC via letter to be signed

Payment Schedule for May 2021

Payments due	Description	Amount (Gross)	Due date
T Smith January	Tax Refund	£410.40	May 19 th 2021
Clerks Salary	February March April	£175.00 £175.00 £250.00	May 19 th 2021
Clerk's Office Software Expenses	February March April	£5.99 £5.99 £5.99	May 19 th 2021
	Total	£1022.30	
Payment of Hall for this meeting	Total	£20.00	May 19 th 2021

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Payments for Pre-authorisation agreement

Clerk's Salary	May		
	June		
	July		
Renewals of Items due to be renewed shortly			
Insurance Renewal date 1 st July	end of June	166.34	21 st June
Web site - UK	July	£15.99	
ICO	July	£40.00	
Annual renewal of PAYE costs	July		

4. Minutes

Minutes of the Parish Council meeting held on 21st April 2021 and 10th March 2021 to be approved and signed.

5. To agree any items to be discussed after the public, including the press have been excluded.

6. Progress reports

Repair to the Bridge at Turners Court - Up dates
Clerk's employment contract
Highways: Any reports on recent repairs

7. London Bridge Protocol

See appendix A

8. Planning Applications

None

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9. To accept any relevant correspondence

The report about the defibrillator maintenance being taken over by the hall committee.

The Framed Poem by W. Underdown, former Post Mistress of Southleigh

10. Any other business or items for future agendas

Each Councillor is requested to use this opportunity to report matters of information not included elsewhere on the agenda and to raise items for future agenda. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

11. Date of next Parish Meeting

12. Close of Meeting