

BIGBY PARISH COUNCIL

c/o Greensleeves

Main Street

Bigby

14th May 2020

YOU ARE HEREBY SUMMONED to attend the ANNUAL MEETING of BIGBY PARISH COUNCIL to be held on ZOOM on TUESDAY 19th MAY 2020 at 7.00 pm.

AJ Hannath

BUSINESS TO BE TRANSACTED

1. To Elect the Chairman for the Ensuing Year.
2. To Elect the Vice Chairman for the Ensuing Year.
3. Notice convening the meeting.
4. To Receive Apologies and Reasons for Absence
5.
 - a) To Record any Declarations of Interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the Agenda Item and the type of interest being declared.
 - b) To Note any Dispensations given to any member of the council in respect of the Agenda Items listed below.
 - c) To Confirm that all members have completed their Declaration of Acceptance of Office.
 - d) To Confirm that all members have reviewed and updated their Register of Declared Interests, in accordance with the Localism Act 2011 and pursuant to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
6. TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE COUNCIL.
7. To Receive any Correspondence including Police Reports (for information only).
8. To Receive an Update on any outstanding issues from the clerk.

9. To Receive any Questions from Members.

10.

a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 4th FEBRUARY 2020

b) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING OF THE VILLAGE HALL COMMITTEE HELD ON TUESDAY, 4th FEBRUARY 2020

11. ACCOUNTS

a) To Receive the following Financial Report and Approve the Accounts for Payment: as at 18th March, 31st March and 6th May 2020 (Statement of accounts enclosed) Appendix 1 – Schedule of Payments

12. ANNUAL AUDIT – YEAR ENDING 31st MARCH 2020

(All documents enclosed)

a) To affirm the independence of Mr R Dixon as Internal Auditor, and that he has no interest, financial or otherwise, with any member or officer of the council.

b) To receive the internal auditor's report for the Fiscal Year 2019/20 and to consider implementation of the recommendations

c) To note the receipt of the Internal Auditor's completion statement for the Fiscal Year ending 31 March 2020.

d) To complete the Statements of Assurance and Assertions required from Members. (Section 1)

e) To receive and approve the Receipts and Payments Summary and Accounts for the Fiscal Year ended 31 March 2020.

f) To approve the Accounting Statements for the Fiscal Year 2019/2020 (Section 2)

g) To certify that Bigby Parish Council is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

h) To approve the Council's Asset Register.

i) To authorise payment of the Auditor's invoice following completion of the internal audit for the Fiscal Year 2019/20.

13.

a) TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURER APPOINTED WITH EFFECT FROM 1st JUNE 2020, YEAR 3 OF 3

14. PLANNING APPLICATIONS AND DECISION NOTICES

Members are reminded that applications can be received after the deadline for the publication of the agenda. The clerk will forward any further applications to you before the meeting for your consideration.

Reference: 140980 – Planning application for extension to annex accommodation – The Old Rectory, Main Street, Bigby

15. TO REVIEW THE MODEL STANDING ORDERS INCLUDING 2 AMENDMENTS (Circulated in advance of the agenda)

16.

a) TO REVIEW THE MODEL FINANCIAL REGULATIONS (Circulated in advance of the agenda)

b) TO REVIEW THE FINANCIAL RISK ASSESSMENT (Circulated in advance of the agenda)

17. TO REVIEW THE RISK MANAGEMENT OF GENERAL COUNCIL FUNCTIONS (Circulated in advance of the agenda)

18. TO REVIEW THE FOLLOWING DOCUMENTS PREPARED TO FULFIL THE DEMANDS OF THE GENERAL DATA PROTECTION REGULATIONS (Circulated in advance of the agenda)

i) General Privacy Notice

ii) Privacy Notice for Staff Councillors and other Role Holders

iii) Consent Form

19. TO DETERMINE THE MEMBERSHIP OF THE VILLAGE HALL COMMITTEE AND THE PERSONNEL COMMITTEE (Committee Chairman to be determined at the first meeting of each committee)

20. TO RECEIVE A REPORT FROM COUNCILLOR TURNER ON COUNTY COUNCIL MATTERS

21. TO RECEIVE A REPORT FROM COUNCILLOR STRANGE ON DISTRICT COUNCIL MATTERS

22. TO CONSIDER A REQUEST FROM THE PAROCHIAL CHURCH COUNCIL FOR A DONATION TOWARDS THE FUNDING OF THE GRASSCUTTING IN THE GRAVEYARD

23. TO CONSIDER RENEWING THE CONTRACT FOR THE SERVICES OF THE VILLAGE HANDYMAN

24. TO CONFIRM THE DONATION OF £1500.00 TOWARDS THE UPKEEP THE VILLAGE HALL FOR THE CURRENT FINANCIAL YEAR.

25. TO CONFIRM RENEWAL OF THE MEMBERSHIP OF LALC IN THE SUM OF £147.43.

26. TO REVIEW THE LATEST DATA COLLECTED FROM THE SID DEVICE FROM EARLY MARCH 2020

Appendix 1

ACCOUNTS FOR PAYMENT

DATE			PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
19	3	2020	Autela	Payroll	BACS	63.33	12.67	76.00
19	3	2020	Brigg Office Supplies	Newsletter	BACS	30.60	6.12	36.72
25	3	2020	Brigg Office Supplies	Corona virus leaflet/postage	BACS	66.27	7.20	73.47
27	3	2020	Brigg Office Supplies	Newsletter postage	BACS	34.02		34.02
31	3	2020	AJ Hannath	Wages - 4/4	BACS	557.55		557.55
31	3	2020	AJ Hannath	Homeworking allowance - 4/4	BACS	30.00		30.00
31	3	2020	AJ Hannath	Mileage 2019 - 20	BACS	29.35		29.35
31	3	2020	PettyCash Top Up- no.3 54.95	Wilko - batteries	BACS	3.33	0.67	4.00
31	3	2020	PettyCash Top Up- no.3 54.95	Tesco - Printer Ink	BACS	31.67	6.33	38.00
31	3	2020	PettyCash Top Up- no.3 54.95	Tesco - prizes	BACS	5.83	1.17	7.00
31	3	2020	PettyCash Top Up- no.3 54.95	Tesco - Stationery	BACS	4.96	0.99	5.95

DATE			PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
1	4	2020	LALC	Membership fees	BACS	147.43		147.43
21	4	2020	JB Rural Services	1st Grass cut	BACS	65.00	13.00	78.00
10	4	2020	JB Rural Services	Gritting	BACS	30.00	6.00	36.00
21	4	2020	JB Rural Services	1st Grass cut	BACS	65.00	13.00	78.00
1	5	2020	Mrs. B. Orr/Midland Flags	VE Day Bunting	BACS	39.98	8.00	47.98
6	5	2020	Brigg Office Supplies	VE Day Letter	BACS	16.00	3.20	19.20
7	5	2020	Richard Dixon	Annual Audit	BACS	340.00		340.00
20	5	2020	Zurich	Insurance Renewal	BACS	215.73		215.73