

CLAYTON PARISH COUNCIL

TO: ALL MEMBERS OF CLAYTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend a REMOTE Meeting of Clayton Parish Council to be held at **via Microsoft teams** on **16th July 2020** at **7pm**, for the purpose of transacting the following business.

Members of the Press and Public are invited to attend and may address the Council when tabled at the invitation of the Chairman.

C. Hepton

Claire Hepton
Clerk to Clayton Parish Council
Date: 13th July 2020

Tel: 01274 813134
E-mail: clerk@clayton-pc.gov.uk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and consider the acceptance and approval of Apologies for Absence notified by Members.

2. DISCLOSURES OF INTEREST

(Members Code of Conduct)

To receive disclosures of interests from Members on matters to be considered at the meeting as detailed in the Parish Council Code of Conduct adopted at the Parish Council meeting on 15 November 2012. A Member must register with the Monitoring Officer any change to interests or new interests in Appendix A and B within 28 days of becoming aware of it.

A Member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a "sensitive interest".

A sensitive interest is one which, if disclosed on a public register, could lead the Member or a person connected with the Member to be subject to violence or intimidation.

3. ADMISSION OF THE PUBLIC

*(Public Bodies (Admission to Meetings) Act 1960,
Clayton Parish Council Standing Order No.67)*

To determine if any of the tabled items to be discussed require to be held in closed session.

4. PREVIOUS PARISH COUNCIL MINUTES AND PROGRESS REPORT, FOR INFORMATION ONLY, ON MATTERS ARISING FROM THE MINUTES WHICH ARE NOT INCLUDED ON THE AGENDA

(Papers previously circulated to Members)

To receive the Minutes of Clayton Parish Council's meeting held on 16th January 2020. The Chairman/Parish Clerk will detail any progress made on Matters Arising from the Minutes

Recommended: That the presented Minutes are accepted as a correct record of Clayton Parish Council's meeting held on 19th March 2020, and that they are to be signed by the Chairman at a later date.

The clerk informed the council on the matters arising following the last council meeting:

5. CHAIRMANS REMARKS AND CORRESPONDENCE

The Chairman will outline other issues relating to activities undertaken since the last meeting and prior to the current meeting and notable correspondence received (a summary and copies of which wherever possible have been circulated to Members previously) for information, and, if deemed appropriate, for consideration and resolution by the Council.

6. COMMITTEE REPORTS/WORKING GROUPS

c) FINANCE

- *Report from the Finance Chairman*

Cllr Andrew will provide a report on finance matters since the last parish council meeting.

- *Annual Accounts for the year ended 31 March 2020*

The annual accounts for the year ending 31 March 2020 have been circulated previously.

Recommended: That the accounts for the financial year ending 31 March 2020 be accepted and agreed.

- *Internal Audit Report 2019/20*

The report from the internal auditor has been completed and is attached.

Recommended: That the internal audit report for the year ended 31 March 2020 be accepted, that David Horrocks be thanked for his work as internal auditor and that he be re-appointed for 2020/2021

- *Audit Commission Annual Return (External Audit – Littlejohn - Return)*

Section 1 is the governance statement in which Members recognise their responsibility for the accounting statements and acknowledge that they have taken steps to ensure there is a sound system of internal control, including risk assessment.

Section 2 of the return is the accounting statement for the year. This is a summarised version of the accounts agreed above.

The annual internal audit report to the Council as certified for the external auditor.

Recommended: That the Annual Return for 2019/20 be accepted and approved.

12. PUBLIC CONSULTATION AND QUESTION TIME

To receive questions/comments from the Public on:

- any matter which is tabled for discussion on the Agenda;
- any other matter of public interest which is within the responsibilities of the Parish Council;
- And to receive suggestions of items for inclusion on the Agenda of the next Parish Council meeting from the Public and from Members of the Parish Council.

13. TO NOTIFY THE CLERK ON MATTERS FOR INCLUSION ON THE NEXT MEETING'S AGENDA

14. DATE OF NEXT MEETINGS

To confirm the date and time of the next meeting (subject to government guidelines)

17th September 2020

19th November 2020