

## Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis  
69 Gardeners Rd  
Debenahm  
STOWMARKET  
IP14 6RX  
Tel: 07719 208444

28<sup>th</sup> April 2021

I hereby give notice that the ANNUAL meeting of Offton & Willisham Parish Council will be held via ZOOM Offton on Tuesday 4<sup>th</sup> May 2019 commencing at 7.00pm. The Press and the Public are invited to attend via a link which can be obtained by email request to [clerk@offtonandwillisham.org.uk](mailto:clerk@offtonandwillisham.org.uk) Councillors are summoned to attend.

The Parish Council, members of the public and the press may record, film, photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and wishes to record, film, and photograph or broadcast the meeting should advise the Parish Clerk.



**Public questions during a remote meeting:** Questions can be forwarded to the Clerk prior to the meeting via email (as above). Members of the public may not take part in the Parish Council meeting itself, unless with the permission of the Chairman to do so, they must always remain in 'mute' mode.

### AGENDA

- 1. Meeting administration**
  - a) To Elect the Chair and Vice Chair of Offton & Willisham Parish Council
  - b) To sign Acceptance of Declaration of Office & Data Consent Forms
  - c) To consider & Approve Apologies for absence
  - d) To receive Declarations of interest on agenda items
- 2. To Approve the draft minutes of 29<sup>th</sup> March 2021 and for the Chairman to sign as a true record**
  - a) Matters arising from 29<sup>th</sup> March minutes
- 3. Public Participation Session** (To hear reports from the County Councillor, District Councillor and Comments from the Public)
- 4. Chair Report**
- 5. Clerk Report, with details of emails and correspondence up to the period 27th April 2021**
- 6. To establish meeting the criteria for the General Power of Competence for 2021-2022**
- 7. To discuss and agree proposed dates for Parish Council meetings up to May 2022 and the APM for 2022**
- 8. To discuss & adopt policies:-**
  - i) Internal Control policy
  - ii) Management Risk Assessment Scheme
  - iii) Financial Protocol
  - iv) NALC Standing Orders, the 2020 revision
- 9. To discuss continuing the existing planning & emergency committees and/or forming new committees or Working Groups for 2021-2022**
- 10. To discuss Spring Tea Party**
- 11. To discuss & approve the Village Hall Grant application for 2021-2022**
- 12. To discuss & approve the Offton Church letter for a grant application for 2021-2022**
- 13. To discuss Resident Complaint - Tye Lane Bench & Footpath of Tye Lane citing Equality Act 2010**
- 14. To discuss and agree condition set out by landowner for permission to site replacement Tye Lane Bench**
- 15. To approve RFO's application for the reclaim of VAT for £420.16 for the period 1st Apr 19 - 31st Mar 21**
- 16. To discuss & approve Bankers for 2021-22**

17. To discuss & approve Internal Auditor for 2021-22
18. To discuss & approve Workplace Pension Scheme for 2021-2022
19. To discuss and approve 4th Quarter (end of year Accounts)
20. To review and approve Internal Auditor Report for 2020-2021 accounts (no recommendations)
21. To review & approve the Annual Governance & Accountability Return Section 1 (Resolution required)
22. To review & approve the Annual Governance & Accountability Return Section 2 (Resolution required)
23. To review & approve the Certificate of Exemption
24. Planning  
NONE
25. Finance
  - a) Current Bank Balances as at 31<sup>st</sup> March 2021:-  
Community Account = £3,111.80  
Premium Account = £0.34  
Premium Savings Account = £9003.74
  - b) Known Income received as at 16th Apr 2021 –
    - i. BMSDC £2,703.99 Precept
    - ii. BMSDC £1,915.51 Precept
    - iii. BMSDC £3,799.24 CIL
    - iv. BMSDC £212.00 Parish Grant
  - c) To approve payments and authorise cheques for signature (Resolution required)  
Village Hall Grant Application - £700  
Offton Church Grant Letter of Application - £700  
SALC & NALC Annual Subscription - £340.27  
Clerk Wages for April – £352.95  
Clerk's Mileage Expenses & Zoom Monthly Fee - £90.96  
Insurance Premium Lock In Renewal Zurich - £257.60  
Viking (Ink Cartridges) - £73.75  
Heelis & Lodge (Internal Audit) - £90.00
26. To discuss the return of remaining unspent monies of £225 from the Locality Grant for Tye Lane Bench
27. To discuss the condolences received for HRH Prince Phillip Duke of Edinburgh following the funeral
28. Zoom monthly subscription (currently ending on 9th May 2021)
29. Next meeting date