
Councillors are duly summoned to attend the next meeting of the Parish Council

Tuesday 25th May 2021
After the conclusion of the Parish Meetings
Socially distanced in Pencombe Parish Hall

AGENDA

Explanatory note

The Annual Meeting of the Council is required by law to be held in May (or, in an election year, on or within 14 days of the date councillors take office) and for its first business to be the election of a Chairman for the following year.

The Annual Meeting also considers other matters required or recommended by statute, guidance or custom to occur annually (as set out in the Council's Standing Orders). This includes: the election of a vice-Chairman; annual reports from groups or individuals; approval of the Statement of Accounts for the previous financial year and the Annual Return; appointment of committees, a review of the Council's rules and procedures, a review of the Council's assets and insurance; and the setting of dates for the following year's meetings.

Other 'ordinary' business follows immediately in a separate section of the agenda.

AGENDA

First business

1. Election of Chairman

- (a) *To elect:* a Chairman for 2021-22.
- (b) *To receive:* the elected Chairman's Declaration of Acceptance of Office

2. Election of vice-chairman

To elect: a vice-chairman for 2021-22

3. Apologies for absence

To receive: any apologies for absence.

4. Declaration of interests and dispensations

- (a) *To receive and record:* any declarations of interest in agenda items in accordance with the Council's adopted Code of Conduct.
- (b) *To consider:* any applications for dispensations from the rules on participation by members with a disclosable pecuniary interest, in accordance with Standing Order 25.

6. Minutes of the last meeting

- (a) *To approve:* the minutes of the Ordinary Meeting held on 27th April 2021
- (b) *To note:* any matters for report arising from the minutes not covered elsewhere on the agenda.

7. Chairman's Announcements

To note: any announcements from the Chairman.

8. Public participation

Under Standing Order 2.5, any member of the public may make a statement or give evidence to the meeting on any business to be transacted or any other business, and answer questions from councillors. At the discretion of the Chairman such participation may be permitted under the relevant agenda item.

Annual business – previous year

9. Annual reports 2020-21

- (a) *To receive:* a report from the past-Chairman.
- (b) *To receive:* a report from the Clerk
- (d) *To receive:* reports from representatives of the Parish Hall Trustees
- (e) *To receive:* a report from the PROWs Officer

10. Statement of Accounts and Annual Return for 2020-21

- (a) *To consider:* a report from the Responsible Financial Officer
 - (b) *To approve:* the Statement of Accounts for the year ended 31 March 2021
 - (c) *To approve:* the Bank Reconciliation Statement for the year ended 31 March 2021
 - (d) *To consider:* the Internal Audit Reports and checklist
 - (e) *To approve:* the Annual Governance Statement for year ended 31 March 2021
 - (f) *To approve:* the Accounting Statement for the year ended 31 March 2021
 - (g) *To approve:* the Certificate of Exemption from external audit for the year ended 31 March
-

Annual business – review of current regulations and policies

11. Review of Standing Orders

To report: the Standing Orders (July 2018) have been kept under review and amendments adopted in October 2017 and November 2014,. No further amendments are proposed.

12. Review of Financial Regulations

To report: the Financial Regulations (2020) have been reviewed by the Responsible Financial Officer and no amendments are proposed.

13. Review of Council procedures and policies

To receive: a report from the Clerk

Annual business – forthcoming year

14. Review of assets and insurance

- (a) *To receive:* the list of fixed assets
 - (b) *To receive and consider:* the RFO's report and recommendations on Insurance
-

15. Dates of meetings for 2021-22

To agree: the following dates for meetings:

Tuesday 22nd June 2021, Tuesday 27th July 2021, Tuesday 24th August 2021, Tuesday 28th September 2021, Tuesday 26th October 2021, Tuesday 23rd November 2021, Tuesday 25th January 2022, Tuesday 22nd February 2022, Tuesday 22nd March 2022, Tuesday 26 April 2022, Tuesday 24th May 2022 all at 7.30pm.

All meetings will be held in Pencombe & Little Cowarne Parish Hall unless otherwise advised.

Ordinary business

16. Clerk's Report

To receive: a report from the Clerk on any current matters not covered elsewhere on the agenda.

17. District Councillor

To receive: a report from Cllr Harrington.

18. Planning Committee and Planning updates

(a) *To consider:* The following planning applications which will be determined by Herefordshire Council
211403 Proposed 2 storey side extension and replacement porch at 17 Springfield, Pencombe

(b) *To note:* further updates on planning applications

210212 Retention of mobile classroom at Pencombe School – Approved with conditions

19. General Financial Matters

To approve: the authorisation of payments

20. Parish Hall Car Park

To receive: Planning officer's advice and verbal report from the Chairman on current position

21. Matters for information and future business

To note: any other matters for information or future decision.

The chairman will close the meeting.