



UPTON PARISH COUNCIL
CLERK: Nina L. Villa LLb (Hons)
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Dear Councillor,

You are hereby summoned to attend a Meeting of the Parish Council which will be at St Crispins Community Centre on Tuesday 7th June 2021 at 1915. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
30th May 2021

1. **PUBLIC SESSION**

Members of the public are invited to address the meeting on agenda items (15 minutes maximum)

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence

3. **DECLARATIONS OF INTEREST**

Localism Act 2011 and the relevant authorities (DPI) regulations 2012 – Members are asked to declare any pecuniary or prejudicial interests pertaining to items on the agenda.

4. **MINUTES OF PREVIOUS MEETINGS**

To approve the minutes of the meeting held on 3rd May 2022 and authorise the Chairman to sign the same - **APPENDIX A**

5. **ACTION SHEET**

To note the action sheet - **APPENDIX B**

6. **FINANCE / PAYMENTS DUE**

- a) To receive the report of the Internal Auditor – **PREVIOUSLY CIRCULATED**
- b) To note the Year End Bank Reconciliation – **APPENDIX C**
- c) To receive and approve the year end accounts for 2020/21 and to confirm the earmarked reserves, including CiL funds, as listed – **APPENDIX D**
- d) To approve the Annual Governance Statement for the Year Ending 2021/22 – **APPENDIX E**

- e) To consider and approve the Accounting Statements for the Year Ending 2021/22
– **APPENDIX F**
- f) To approve the continuation of the Direct Debit for the Parish Council access to Bankline (amount varies each month)
- g) To confirm arrangements for the Exercise of Public Rights
- h) To review the Council's insurance policy and approve the reappointment of Hiscox as the Council's insurers
- i) To retrospectively approve the payment of the invoice for the jubilee coins (£1085.99) and to approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£414.33
	Clerk – salary for May	£742.71
	HMRC	£702.40
	Clerk's Expenses	£88.99
	Clerk's working from home allowance Jan – June 2021	£156
	Insurance – Hiscox	£655.32

7. PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS

- a) To consider any current planning applications for the Parish (if applicable)
- b) To review the transfer documentation relating to the transfer to the Council of Buttercup Meadow and to authorise the Chairman to sign the same – **PREVIOUSLY CIRCULATED**
- c) To consider any relevant estate issues

8. WEBSITE AND MARKETING / WORKING GROUP

To receive an update on website maintenance and the progress of various projects being undertaken by the Working Group including:

- a) Review of the website provision and maintenance
- b) To consider the Memorandum of Understanding concerning the defib installation on the One Stop and to authorise the Chairman to sign the same – **APPENDIX G**