



East Tisted Parish Council

Agenda for the Annual General Meeting of East Tisted Parish Council to be held on Thursday 21st May 2020 at 6.30pm using Zoom

- Summoned:** Phil Cutts (Councillor and Chairman)
Helen Evison (Councillor, Clerk & RFO)
Peter Finch (Councillor)
Sandra Nichols (Councillor)
Colin Rule (Councillor)
- By Invitation:** Mick Crumplin (Village Hall Management Committee)
Charles Louisson (District Councillor)
Russell Oppenheimer (County Councillor)
Dan Ross (Hampshire Constabulary)
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Exceptionally, this meeting will be held as a virtual meeting using the Zoom application. Members of the public are welcome to join the virtual meeting using their own equipment and may ask the Council questions, make a statement or present a petition. **Anyone who so wishes is requested to give advance notice to the Clerk, if specific answers are required, so that appropriate papers are available.**

The period of time designated for public participation shall not exceed 15 minutes with each member of the public speaking once only and for a maximum of 2 minutes. Any question asked shall not require a response or debate unless that item is already on the agenda.

1. Nomination and Election of Chairman and Vice-Chairman for 2020-21

- Members to propose, second and formally vote in a Chairman for 2020-21
- Members to propose, second and formally vote in a Vice-Chairman for 2020-21

2. Apologies and Welcome

Members to receive apologies and welcome those present.

3. Declaration of Interests

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, Councillors may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room or chamber when the meeting discusses and votes on the matter.

4. Public Forum

- Members of the public who wish to speak will be invited to do so now.
- Updates will be received from:
 - Russell Oppenheimer (County Councillor)
 - Charles Louisson (District Councillor)
 - Dan Ross (Hampshire Constabulary)
 - Cllr Evison on behalf of Mick Crumplin (Village Hall)
- The Chairman will now close the meeting for public participation.



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5. Minutes of the previous meeting and matters arising.

Members to receive the minutes of the meeting held on 19th March and agree for the Chairman to sign them as an accurate record.

6. Annual Business

- Members to review and, where appropriate adopt:
 - a. The Model Standing Orders
 - b. The Financial Regulations/system of internal control
 - c. The Financial Risk Assessment
 - d. The Inventory of Assets
 - e. Annual Subscriptions to other bodies
- Members to confirm the insurance arrangements – This is the third year of a 3-year contract for a standard local council package with Ageas via Norris and Fisher
- Members to appoint a representative to the Village Hall Management Committee
- Members to determine the time and place of ordinary meetings of the Council up to and including the next Annual General Meeting. Proposed dates (all Thursdays): 27th August, 17th December, 18th March and 20th May.

7. Annual Village (Parish) Meeting

To note that the Annual Village Meeting, scheduled to be held at 7.30pm on Tuesday 21st May 2020 cannot be held virtually and that, as such, is postponed until such date as a physical meeting is again possible.

8. Correspondence received

To consider correspondence received, if any.

9. Website and Villager Engagement

Update from Cllr Cutts

10. Planning

To consider planning applications received, if any.

11. Highways

Update from Cllr Finch of the Working Party.

12. Responsible Financial Officer

- a. Members to receive the Internal Audit Report Letter, supplementary letter explaining 'not covered' opinion in relation to objective L and signed Audit Report (page 3 of the Annual Governance & Accountability Return (AGAR) for 2019-20
- b. Members to receive and approve for the Chairman to sign
 - (i) the Certificate of Exemption from external audit for 2019-20, both income and expenditure being below £25,000 (page 3 of the AGAR)
 - (ii) the Annual Governance Statement 2019-20 (page 5 of the AGAR) and
 - (iii) the Accounting Statements for 2019-20 (page 6 of the AGAR)(ii) and (iii) having been internally audited
- c. Members to note that the period for exercise of public rights to inspect the 2019-20 accounts is planned to be from Monday 15th June to Friday 24th July 2020 inclusive.
- d. Members to review the effectiveness of internal audit and agree retention of the internal auditor for 2020-21
- e. Members to receive and approve for the Chairman to sign the Financial Statement and Bank Reconciliations since the last meeting
- f. Members to receive and approve for the Chairman to sign the Budget Monitoring report 2020-21 to date



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- g. Members to authorise the following subscriptions and payments:
- HALC/NALC annual subscription - £156.60 (up from £153)
 - Internal audit fee 'Lightatouch' for 2018/19 review - £110 (up from £105)
 - Insurance, Norris & Fisher 1/6/20-31/5/21 - £ £238.63 (up from £238)
- h. Members to consider the following grant requests
- Home Start Weywater – last year £50 awarded

13. Date of next meeting

To confirm the date of the next meeting as resolved in item 6 above.

Helen Evison
Clerk & Responsible Financial Officer
14th May 2020