EARDISLEY GROUP PARISH COUNCIL

Notice is hereby given that the Annual Meeting of Eardisley Group Parish Council will be held on Monday, 6th July 2020 at 7:30pm via Zoom (for a copy of the meeting invitation, please email the Clerk: eardisleygpc@gmail.com)

Press & Public are cordially invited to attend

AGENDA

1. Election of Chairman and signing the associated Acceptance of Office form
2. Election of Vice-Chairman
3. To receive and accept apologies for absence
4. To receive any Declarations of Interest and/or written requests for dispensation for this meeting. Councillors are reminded of their responsibility to review and update their Notices of Registrable Interests ***within 28 days of a change to any Disclosable Pecuniary Interest.***
5. To elect appointees to the following roles:
    - Footpath Officers – **Eardisley**, **Winforton** and **Whitney**
    - Eardisley Village Hall Representative(s)
    - Millennium Green Representative(s)
6. To review the structure & membership of Working Groups (Finance, Planning, Highways, Environment, Community Services)
7. To verify payment of the annual insurance renewal premium to BHIB Ltd (see payments schedule attached)
8. To consider, approve and adopt the year end bank reconciliation
9. To consider and note findings & recommendations from the recent internal audit
10. Annual Governance & Accountability Return:
    - 10.1. To consider whether EGPC meets the exemption criteria for 2019/20
    - 10.2. To review the internal auditor's responses to internal control objectives A-M
    - 10.3. To consider and agree responses to Section 1, Annual Governance Statement
    - 10.4. To consider and agree Section 2, Accounting Statements 2019/20
    - 10.5. To consider and agree the 2019/20 period for the Exercise of Public Rights
11. To verify payments made since the March meeting under delegated powers
12. Annual business as per Standing Orders: to review the following policy procedures and documents:
    - 12.1. Standing Orders
    - 12.2. Asset Register
    - 12.3. Risk Management Policy
    - 12.4. Electronic Banking Policy
    - 12.5. Grants & Donations Policy
    - 12.6. Equal Opportunities Policy
    - 12.7. Data Protection Policies
    - 12.8. Complaints Procedure
    - 12.9. Vexatious Complaints Policy
    - 12.10. Press & Media Policy

****CLOSE ANNUAL MEETING****

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Payments to be verified (since the PC meeting on 26.03.2020):

Ref:	Payee	Description	VAT (£)	Total Payment (£)
11.1	Autela Payroll Serv.	Outsourced PY Services	8.04	48.24
11.2	Whitney VH	Hall Hire (Feb/March)	0.00	42.00
11.3	R Mills Farm Serv.	Parish Drive Round (Feb)	9.00	54.00
11.4	SLCC	Membership Fees (Clerk)	0.00	126.00
11.5	A Morgan	Office Expenses (+ paper)	2.99	37.12
11.6	Eyelid Productions	Web Site Accessibility	0.00	50.00
11.7	Eardisley VH	Hall Hire (March)	0.00	19.00
11.8	BHIB Ltd	Annual Insurance Renewal	0.00	306.40
11.9	A Morgan	McAfee Renewal (Reimburse)	0.00	89.99
11.10	MCG Davies	Works Order 89 (PROW)	0.00	150.40
11.11	MCG Davies	Works Order 92 (PROW)	0.00	166.44
11.12	A Morgan	MS Office Renewal (Reimburse)	10.00	59.99
11.13	HALC	Cllr Training (x 2)	16.00	96.00
11.14	HALC	Internal Audit 2019-20	40.00	200.00
11.15	Herefordshire Council	Electoral Recharges (May 2019)	0.00	203.26
11.16	A Morgan	Offices Expenses (Apr/May)	2.72	16.18
11.17	A Morgan	Office Expenses (June)	3.76	22.53