



# BREDE PARISH COUNCIL

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Councillors are summoned to the Annual Meeting of Brede Parish Council which will be held on **Tuesday 4<sup>th</sup> May 2021** by Zoom at 7.30pm at which business as laid out in the agenda will be discussed subject to the standing orders of the Council.

**Any member of the public wishing to join this meeting will need to contact the clerk and request the joining code.**

*Tracy Dixon,*  
Brede Parish Clerk and Responsible Finance Office  
Published 27<sup>th</sup> April 2021

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## AGENDA

- 1. Election of Chairman:**
  - a) To Elect a Chairman
  - b) The Chairman to Sign their Declaration of Office**Recommendation: To elect a Chairman**
  
- 2. Election of Vice-Chairman:**
  - c) To Elect a Vice-Chairman
  - d) The Vice-Chairman to Sign their Declaration of Office**Recommendation: To elect a Vice-Chairman**
  
- 3. Public Question Time**

Public question time will last up to 15 minutes. Each speaker is limited to 2 minutes. The business of the meeting will start immediately after public question time or at 7.45pm, whichever is earlier.
  
- 4 Apologies for Absence**
  
- 5**
  - a) Disclosure of Interests** – To receive any disclosure of interest by a Councillor or Officer of personal interests in matters on the Agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
  - b) Dispensation Requests.** – To receive any requests for dispensation declared under the disclosure of interests.
  
- 6 To Appoint Councillors to Committees, Working Parties and Outside Bodies**  
**Recommendation. To make the appointments.**
  
- 7. Review of Standing Orders and Financial Regulations**  
**Recommendation. To readopt the Standing Orders and Financial Regulations**



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- 8. Insurance Arrangements for 2021-2022**  
**Recommendation: To agree the insurance policy due for renewal on 1<sup>st</sup> June 2021.**
- 9. To Consider and Approve Policies, Procedures and other documents**  
a) To review the Asset Register to 31<sup>st</sup> March 2021  
b) To consider the policies in place or required and adoption or review dates  
**Recommendation a) To agree the Asset register**  
**b) to agree the policies required and revision or adoption dates**
- 10. Annual Governance and Accountability return 2020-2021**  
a) Internal Auditors report  
b) Signing of the Annual Governance Statement for 2020-21  
c) Signing of the Accounting Statements for 2020-21  
**Recommendations:**  
**a) to review and agree the Internal Auditors report.**  
**b) To Agree the Annual Governance Statement 2021. (Section 1 of the Annual Governance and Accountability Return (AGAR)), and it to be signed by the Clerk and Chairman**  
**c) To agree the Accounting Statements 2020-21 (Section 2 of the AGAR) and it to be signed by the Chairman**
- 11. Finance**  
a) To approve a schedule of Direct Debits for 2020-21, see clerks report  
b) To approve the bank mandate and signatories. see clerks report  
c) To approve the allocation of CIL money received and how it should be spent. See clerks report  
**Recommendation: a) To approve the Direct Debit schedule as listed.**  
**b) To approve the signatories as listed.**  
**c) To approve the CIL money being put in an earmarked reserve and how its spending will be monitored and reported.**
- 12. To agree the Meeting Schedule for 2021-2022**  
(Planning meetings will be called when required)  
**Recommendation. To agree the meeting schedule**