



Flitcham cum Appleton Parish Council

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Chairman: Geoff Kilham **Clerk:** Gill Welham

Dear Parishioner

The Annual Parish Meeting of Flitcham cum Appleton Parish Council will be held on

Tuesday 25 May 2021 at 7.30 pm at the Community Centre, Flitcham

to be followed by the Annual Parish Council Meeting. You are warmly invited to attend

Yours sincerely (Clerk)

COVID 19 RULES

PLEASE USE HAND SANITISER ON ENTERING THE CENTRE AND RECORD YOUR ATTENDANCE, EITHER BY USING THE QR CODE, OR COMPLETING THE SIGN IN REGISTER. FACE COVERINGS MUST BE WORN UNTIL SEATED. UNLESS IN A FAMILY GROUP, COUNCILLORS AND MEMBERS OF THE PUBLIC MUST BE SEATED SOCIALLY DISTANCED. A MAXIMUM OF 18 PERSONS WILL BE ALLOWED INTO THE CENTRE FOR THE MEETING.

ANNUAL PARISH MEETING AGENDA

1. Apologies for absence
2. Minutes of last Annual Parish Meeting held on 7th May 2019 (no meeting in 2020)
3. Matters arising from those minutes
4. Declaration of interests in items on the Agenda
5. Chairman's Report
6. Parish Council Financial Report
7. Reports from village groups:
 - St Mary's Church
 - Flitcham Community Centre Management Committee
 - Hillington and Flitcham Good Companions

ANNUAL PARISH COUNCIL AGENDA

1. Apologies for absence
2. Election of Chairman for the coming year and declaration signed for acceptance of office
3. Election of Vice Chairman for the coming year and declaration signed for acceptance of office.
4. Declaration of interest in items on the Agenda
5. Minutes of the meeting held on 2nd March 2021 to be approved.
6. Matters arising from the minutes not already included in this agenda.
7. Public question time
8. Councillors Reports
9. Finance:
 - a. Review the effectiveness of the system of internal control
 - b. Approve the Annual Governance Statement (Section 1 of the AGAR Parts 2 & 3).
 - c. Consider the Accounting Statements 2020-2021
 - d. Approve the Accounting Statements and sign off by Chairman
 - e. Financial Controls and Risk Assessments to be adopted
 - f. Approval of invoices/cheques for payment
 - g. Online banking
 - h. Insurance quote
 - i. Exchange memory stick

10. Village Re-numbering
 - ~ email from John Blyth
 - ~ discuss options and vote
11. Playground maintenance and repair
 - ~ PC Risk Assessment undertaken
 - ~ RA training
12. Temporary Event Notices – (Email C Anderson)
13. Public Footpaths - TA
 - ~ NALF report (attached)
14. Correspondence
 - ~ A Fenn re traffic through the village
 - ~ Email C Anderson re TENS
15. Business extra to the agenda (for discussion only, no decisions can be taken)
16. Date of next meeting: Tuesday 6th July 2021
17. Action to be taken at the next meeting.

As numbers are to be restricted at the Centre, it would be beneficial to advise the Clerk in advance of the meeting of your intention to attend the meeting.