### BARLING MAGNA PARISH COUNCIL

**NOTICE IS HEREBY GIVEN** that the Annual Council Meeting of the Barling Magna Parish Council will take place on Tuesday 4 May 2021 by online conferencing[[1]](#footnote-1), commencing at 7.20pm or at the conclusion of the Annual Parish Meeting. **ALL MEMBERS of the COUNCIL ARE HEREBY SUMMONSED** to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

This meeting will be open to the press and members of the public. Anyone wishing to observe or participate in this meeting will need to request instructions for joining no later than noon on the day of the meeting, by application to: [clerk@barlingmagna-pc.gov.uk](mailto:clerk@barlingmagna-pc.gov.uk)

Parish Clerk Issued: 28 April 2021



**AGENDA**

* 1. **The Chair to declare the meeting open**
  2. **Election of officeholders for the 2021-22 Council year and their statutory declaration of acceptance.**

1. Chair
2. Vice-Chair
   1. **To receive apologies for absence.**
   2. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with Section 106 of the Local Government Finance Act 1992.**
   3. **To agree membership of internal and external committees for 2021-22** (attached)
   4. **To sign the minutes of the meeting of the Council held on 8 April 2021.**
   5. **The meeting will stand adjourned to permit Parishioners of Barling Magna to address the Council** *(limited to 20 minutes, 5 minutes per speaker).*
   6. **Governance matters – to consider for approval**
3. To receive a recommended work programme for the year.
4. Internal audit report for 2020-21 – the report is not yet available for production to the Parish Council and will be presented at the June meeting.
5. Annual Governance and Accountability Return for 2020-21 – the Return is not yet available for production to the Parish Council and will be presented at the June meeting.
6. To consider re-appointing Auditing Solutions Ltd as Internal Auditors for the year to 31 March 2022.
   1. **Financial matters – to consider**
7. Bank reconciliation to 30 April 2021 *(to be circulated)*
8. Payment requests for May 2021 *(separate schedule to be circulated*)
9. An update on the Council’s 3-year main insurance policy.
   1. **Events and projects – to report progress and agree any action**
10. Replacement of the hall fence - update
11. Baby changing unit for hall - update
12. Request from Hall Manager for dog poo bin at the playspace
13. To launch the Photographic Competition for 2021 and the 2022 calendar
14. Future events, including the possibility of an autumn quiz night
    1. **Planning Matters – to consider and take any action**
15. Current applications
    1. **Clerk’s Report**
16. To receive a report from the Clerk
17. To note any correspondence and to take any action required
    1. **To receive a report from the District and County Councillors for the area on any matters of interest.** *(limited to 20 minutes, 5 minutes per speaker)*
    2. **At the Chair’s discretion, to exchange information and items for future meetings:**

* Monday, 7 June – Wildlife Reserve Committee (date subject to prevailing legislation)
* Thursday, 10 June – Full Council (date subject to prevailing legislation)
  1. **Exclusion of the Press and the Public**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be excluded, and they are instructed to withdraw.

* 1. To note that the Clerk's annual appraisal has been undertaken.
  2. **To declare the meeting closed**

Correspondence address:

27 St James Gardens, Westcliff on Sea, SS0 0BU [clerk@barlingmagna-pc.gov.uk](mailto:clerk@barlingmagna-pc.gov.uk)

**APPENDIX 1 – COMMITTEE MEMBERSHIPS (2020-21 memberships shown in column 2)**

The Chair and Vice-Chair are members ex officio of all Committees and Working Parties.

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| --- | --- |
| **Committee / Working Party** | **Names of Councillors** |
| **Finance Committee** | Ashdown, Cohen, Glover and Steptoe + 1 vacancy |
| **Personnel Committee** | Ashdown, Cohen, Edmunds, Gardiner and Steptoe |
| **Wildlife Reserve Committee** | Bright, Gardiner, McKillop + 2 vacancies. |
| **Funding Working Party** | Ashdown, Cohen and McKillop |
| **Emergency Plan Working Party** | Ashdown, Bright, Edmunds, Glover, McKillop |

**APPENDIX 2 - representation on outside committees and bodies**

|  |  |
| --- | --- |
| **Rochford Hundred Association of Local Councils** | Cohen (substitute Ashdown) |
| **Crime Prevention / Community Police** | Edmunds (substitute vacancy) |
| **Sea Wall / Flooding Matters** | Bright (substitute vacancy) |

1. Permitted under s78 The Coronavirus Act 2020 [↑](#footnote-ref-1)