

WHITBOURNE PARISH COUNCIL

Dear Councillors,

You are summoned to the Annual Parish Council Meeting of Whitbourne Parish Council to be held on Wednesday 5th May 2021 at 7.30pm. This will be an online meeting using Zoom. The internet link for this meeting is <https://us02web.zoom.us/j/85427650466>.



Kevin Phillips
Clerk/RFO - 01886 822267, whitbournepcclerk@outlook.com

AGENDA

1. Election of Chairman to the Council 2021/22
2. Chairman Declaration of Acceptance of Office
3. Election of Vice-Chairman to the Council 2021/22
4. To accept Apologies for Absence
5. To receive Declarations of Interest
6. To appoint representatives on outside bodies:
 - a. Village Hall
 - b. Playing fields
 - c. Manorial Court
7. To appoint parish officers:
 - a. Tree Warden
 - b. Footpaths
 - c. Pollution
 - d. Transport
8. To approve the Minutes of the Meeting held on: 31st March 2021
9. Matters arising from minutes
10. To receive report from Ward Councillor
11. To receive the Clerk's Report
12. Financial Matters:
 - a. To receive internal auditors report

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- b. To complete and sign the Annual Governance Statement (2020/21)
- c. To approve end of year Accounting Statements (2020/21)
- d. To approve bank reconciliation to 31st March 2021
- e. To approve accounts for payment:
 - i. Clerk Salary Apr/May 21 & HMRC PAYE
 - ii. Clerk Expenses (£40.00)
 - iii. Information Commissioner's Office (£40.00)
 - iv. PWLB (£1748.30)
 - v. Internal Auditor (£40.00)
- f. To review budget versus spend (2020/2021)

13. Planning

- a) Planning Consultation - 210818 - Little Wishmore, Whitbourne, Worcester, Herefordshire WR6 5SR

14. To re-adopt the following policies

- a) Standing Orders
- b) Financial Regulations
- c) Risk Management

15. To adopt Whitbourne Parish Council Complaints Procedure

16. To decide approach to future Parish Council meetings

17. To receive reports from: Village Hall, S106, Playing Fields & Manorial Court

18. To report village issues regarding road maintenance, clearance, etc.

19. Public Participation - members of the public are allowed 10 minutes to address the Council

20. Items for future consideration

Members of the public are welcome to attend our meetings
Date for next meeting: Wednesday 7th July 2021