

# WHITBOURNE PARISH COUNCIL

Dear Councillors,

**You are summoned to the Annual Parish Council Meeting of Whitbourne Parish Council to be held on Wednesday 6th May 2019 at 7.30pm. This will be an online meeting using Zoom. The internet link for this meeting is <https://us02web.zoom.us/j/88588504402>.**



Kevin Phillips  
Clerk/RFO - 01886 822267, [whitbournepcclerk@outlook.com](mailto:whitbournepcclerk@outlook.com)

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## AGENDA

1. Election of Chairman to the Council 2020/21
2. Chairman Declaration of Acceptance of Office
3. Election of Vice-Chairman to the Council 2020/21
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: 22nd April 2020
9. Matters arising from minutes
10. To receive report from Ward Councillor
11. To receive the Clerk's Report
12. Financial Matters:
  - a) To appoint internal auditor

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- b) To receive internal auditors report
- c) To complete and sign the annual governance statement
- d) To approve end of year accounts (2019/2020)
- e) To approve bank reconciliation to 31st March 2020
- f) To approve accounts for payment:
  - i. Clerk Salary Apr/May 20 & HMRC PAYE
  - ii. Clerk Expenses (£73.29)
  - iii. Broxap (litter bin & cycle rack, £562.74)
  - iv. Internal Auditor (£40.00)
- g) To review budget versus spend (2019/2020)

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

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

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

16. Items for future consideration

Please note that due to the sensitivity of the next agenda item, the meeting will be closed to the public.

17. Clerk annual review

**Members of the public are welcome to attend our meetings**  
**Date for next meeting: Wednesday 1st July 2020**