

# Mellis Parish Council

## NOTICE OF MEETING

**Members are duly summoned to attend the next remote meeting of the Council to be held on Tuesday 14 July 2020 via Zoom at 7.00pm at which time members of the public are cordially invited to attend**

*Due to the ongoing Covid 19 pandemic and new government instructions concerning public meetings and social distancing, the Council will not meet in public until further notice. Both the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) are asking local councils to stop holding any physical meetings during this time. This includes full council meetings, committee/sub-group meetings and the annual parish meeting. As a result, future meetings will be held remotely only for urgent issues and the meeting's agenda will therefore be kept to the minimum necessary, with emphasis on maintaining financial oversight and authorising and making payments. The Council's annual meeting will take place when physical council meetings resume.*

*Members of the public who are interested in attending the Council's remote meetings should email the Parish Clerk at [mellisparishcouncil@gmail.com](mailto:mellisparishcouncil@gmail.com) who will then share the necessary Zoom-hosted video conference meeting link on the day of the meeting. As an alternative, councillors and members of the public will also be advised how to phone in to the meeting to listen and contribute in the usual way.*

## AGENDA

1. **Apologies and Approval of Absences**
2. **Declarations of Interests by Members & Requests for Dispensation**
3. **Approval of Minutes of the Previous Meeting on 12 May 2020**
4. **Reports by the District Councillor and County Councillor**  
The District Councillor and County Councillor are invited to attend to respond to any questions raised by attendees and arising from a review of their reports received in advance of the meeting.
5. **Contributions by Members of the Public**  
Members of the public are invited to comment on any agenda item or any other matter concerning them and/or the parish with further comment during the remainder of the meeting only being allowed at the Chair's discretion. A maximum of five minutes is allowed per person (SO 3g) but is subject to a maximum of 10 minutes for this item (SO 3f).

**6. Finance**

- (a) Confirmation of Receipt of BDC Precept (1/2) (2020/21) (£3,950.00) (15 April 2020)
- (b) Confirmation of Receipt of VAT Refund (2019/20) (£134.82) (20 May 2020)
- (c) Confirmation of Barclays Bank Account Balance (£21,332.07) (24 June 2020)
- (d) Review & Approval of the Council's Internal Audit Report (2019/20)
- (e) Consideration of an Internal Audit Report Response & Action Plan (2019/20)
- (f) Review & Approval of the Council's Statement of Accounts (2019/20)
- (g) Review & Approval of the Council's Asset Register (2019/20)
- (h) Review & Approval of AGAR Section 1 Annual Governance Statement (2019/20)
- (i) Review & Approval of AGAR Section 1 Explanation of Negative Responses (2019/20)
- (j) Review & Approval of AGAR Section 2 Accounting Statements (2019/20)
- (k) Review & Approval of AGAR Section 2 Significant Variances (2019/20)
- (l) Review & Approval of AGAR Part 2 Certificate of Exemption (2019/20)
- (m) Review & Approval of the Council's Notice of Public Rights (2019/20)
- (n) Consideration of a Request for Churchyard Maintenance Funding by Mellis PCC
- (o) Review & Authorisation of Payments Presented and Signing of Cheques by Signatories

**7. Governance**

- (a) Consideration of Newsteads Land Pre-Application Process & Amendment Update
- (b) Consideration of the Cost of Repairs to the Dog Waste Bin located in Earlsford Rd
- (c) Consideration of Any Remedial Work Required to the Village Sign & Brickwork
- (d) Consideration of the Council's Future Division of the Parish Clerk/RFO Roles
- (e) Review & Approval of the Parish Council's Members' Responsibilities (2020/21)
- (f) Consideration of the Council's Representation at the SALC AGM (30 July 2020)

**8. Highways**

- (a) Consideration of the Flow & Speeding of Traffic Through the Village & Any Action

**9. Consultations**

- (b) Consideration of LGA Code of Conduct Consultation Response (17 August 2020)

**10. Contributions by Members of the Public**

**11. Matters for Future Consideration**

**12. Dates of the Next Meetings**

- (a) Consideration of the Dates & Times of the Council's Meetings in 2020/21

Simon Ashton, Parish Clerk  
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8 July 2020