



The **ANNUAL GENERAL MEETING** of the Staverton Parish Council is to be held **REMOTELY** on **Monday 18 MAY 2020** commencing at **6.30 pm** for the purpose of transacting the following business.

[June Jones, Parish Clerk](#)

jjones

ANNUAL GENERAL MEETING AGENDA

DUE TO THE CORONAVIRUS ACT 2020 THIS MEETING WILL BE HELD REMOTELY AND OPEN TO THE PUBLIC
For more information please visit the website: www.stavertonparishcouncil.org.uk

CHAIR TO EXPLAIN HOW THE MEETING WILL BE CHAIRED AND HOW VOTES WILL BE COUNTED. MEMBERS OF THE PUBLIC TO BE TOLD THAT THEY CANNOT SPEAK AT THE MEETING. ALL QUESTIONS MUST BE RECEIVED BY THE CHAIR PRIOR TO THE MEETING.

1. **APOLOGIES**
2. **ELECTION TO OFFICE**.- Chair and Vice Chair to stay in office until May 2021
3. **MINUTES OF THE LAST APM and AGM MEETINGS (13 May 2019)**
4. **WILTSHIRE COUNCILLOR TREVOR CARBIN - Report**
5. **CORONA VIRUS HELPLINE – Report from Councillor Lindsay Shaw**
6. **RESIDENTS & COUNCILLORS FORUM**
7. **SPORTS GROUND & VILLAGE HALL**
 - a. Contract with Staverton Rangers – Football season 2020 to 2021
 - b. Village Hall Hires – Cllr Shaw
8. **FINANCE**
 - a. Clerk's Financial Report
 - b. REMOTE MEETINGS: i) Protocols, (ii) Remote Meeting Standing Orders, (iii) Risk Assessment and (iv) Public Participation Instructions.
 - c. Annual Internal Audit Report – Auditing Solutions Ltd – Discuss any recommendations
 - d. Approve Annual Governance Statement re sound internal control by PC on Annual Return 2019/20
 - e. Unaudited Annual Governance & Accountability Return (AGAR 3) for 2019/20
 - f. Agree Reserves_– 2019/20
 - g. Approve Unaudited Year End Accounts for Staverton Parish Council 2019/20
 - h. Commencement date for the Exercise of Public Rights to Access Accounts 2019/20
 - i. Approve External and Internal Auditors for 2020/21 (PFK Littlejohn LLP and Auditing Solutions)
 - j. Approve membership of WALC/NALC and COMMUNITY FIRST 2019/20
9. **DATE OF THE NEXT PARISH COUNCIL MEETING** is Monday 13th July 2020 **and close of meeting.**