



The **ANNUAL GENERAL MEETING** of the Staverton Parish Council is to be held on **Monday 17 MAY 2021** commencing at **7 pm** for the purpose of transacting the following business.

[June Jones, Parish Clerk](#)

A handwritten signature in blue ink that reads 'June Jones'.

## **ANNUAL GENERAL MEETING AGENDA**

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1. **APOLOGIES**
2. **RESIGNATIONS OF 3 COUNCILLORS**
3. **ELECTION TO OFFICE.**- Chair and Vice Chair to stay in office until May 2022 and Declaration of Office
4. **VACANCIES**
5. **REGISTER OF INTERESTS – 28 DAY DEADLINE**
6. **MINUTES OF THE LAST APM and AGM MEETINGS (18 May 2020)**
7. **WILTSHIRE COUNCILLOR – Trevor Carbin Report**
  - a. Grant application for repairs to Disabled Swing
8. **SPORTS GROUND, VILLAGE HALL and GENERAL**
  - a. Cricket Club request to hire the playing field.
  - b. Treatment of Football Pitches by WFA.
  - c. Village Hall Hires – Chair Simon Richardson
  - d. Signs for Play Area – Superior estimate JJ
9. **FINANCE**
  - a) Clerk's Financial Report
  - b) Insurance Policy with Community First up for renewal.
  - c) Risk Assessment to hold face to face meeting – 17 May 2021.
  - d) Annual Internal Audit Report – Auditing Solutions Ltd – Discuss any recommendations
  - e) Approve Annual Governance Statement re sound internal control by PC on Annual Return 2020/21
  - f) Unaudited Annual Governance & Accountability Return (AGAR 3) for 2020/21
  - g) Agree Reserves\_– 2020/21
  - h) Approve Unaudited Year End Accounts for Staverton Parish Council 2020/21
  - i) Commencement date for the Exercise of Public Rights to Access Accounts 2020/21
  - j) Approve External and Internal Auditors for 2021/22 (PFK Littlejohn LLP and Auditing Solutions)
  - k) Approve membership of WALC/NALC and COMMUNITY FIRST 2021/22
  - l) Finance Committee – Resignation of Cllr Nye and proposed new member Cllr Kevin Lamb
  - m) Signatory on Cheques – Resignation of Cllr Nye and proposed new signatory Cllr Kevin Lamb
10. **DATE OF THE NEXT PARISH COUNCIL MEETING is Monday 12<sup>h</sup> July 2021 and time and close of meeting.**