

# PATCHING PARISH COUNCIL

## To all Members of the Council

You are hereby summoned to attend the annual Parish meeting and ordinary meeting of the Parish Council, to be held online by videoconference on Thursday 14<sup>th</sup> May 2020 at 19.30

Rick Romero  
Clerk

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## AGENDA

1. **APOLOGIES**
2. **ELECTION OF CHAIRMAN**
3. **DECLARATION OF INTERESTS**

*The Meeting will now be suspended.*

4. **ANNUAL PARISH GENERAL MEETING AND PUBLIC FORUM**

*The Meeting will now be resumed.*

5. **MINUTES:** confirm the Minutes of the Ordinary Council Meeting held on 06<sup>th</sup> February 2020
6. **MATTERS ARISING from and PROGRESS ON ACTIONS** (if not listed elsewhere in the Agenda) of Meeting of 06<sup>th</sup> February 2020)
7. **CHAIRMAN'S REPORT & URGENT ITEMS**
8. **REPORTS:** Any other reports from District, Ward, PCSO etc
9. **FINANCE, INCLUDING APPROVAL OF EXPENDITURE & ADMINISTRATION**

- Formal approval of expenditure
- Financial report
- Expected payments for year
- Variations from budget
- VAT Return
- Initialling of invoices
- Expense Claims
  - claim for approval from Clerk/RFO

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- Internal Audit
  - Internal Audit Report
  - Analysis of Variances
  - Bank Reconciliation
  - Public rights period notice
  - Conclusion of Audit
- AGAR forms need formal approval of Council and Chairman's signature
  - Certificate of Exemption
  - Annual Governance Statement
  - Accounting Statements

## 10. COMMUNITY ACTION

- Road safety page added to website. (Minutes of last meeting item 7 and previous meeting item 8).
- Defibrillator
- Arun Newsletter
- PROW (fingerposts)

## 11. PLANNING (UNDER SDNPA) & LICENSING (UNDER ADC)

**Applications received:** as stated in Chairman's Report

**Licensing:** Nil

## 12. NEW PARISH DOCUMENTS (For Approval)

- Standing Orders
- Financial Regulations
- Expenses Claim Form and Expenses Policy
- Risk Assessment
- Code of Conduct
- Electronic Summons
- Clerk Job Description and Employment Contract

## 13. TRAINING, EMPLOYMENT & APPOINTMENTS

- Appointment of Clerk/RFO
- Training

## 14. DATES OF NEXT MEETING

- Ordinary Meeting – 13<sup>th</sup> August 2020?