

# OFFICIAL NOTICE OF A MEETING OF GREAT & LITTLE PRESTON PARISH COUNCIL

[www.greatandlittlepreston-pc.org.uk](http://www.greatandlittlepreston-pc.org.uk)

## To be held remotely on Wednesday 27<sup>th</sup> May 2020 at 18:30hrs

Members of the Council are summoned to attend this meeting. Meetings are open to the press and public. The press and public may only speak during the 15 minute public forum Open Session.

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### AGENDA 27<sup>th</sup> May 2020 GALPPC MEETING

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#### 1. Chairperson's Welcome and Open the Meeting;

- a) To receive apologies and accept /approve reasons for absence
- b) To disclose or draw attention to any disclosable pecuniary interests and any other significant interests, or dispensations required.

#### 2. Open Session – members of the press or public may raise any matters concerning the Parish.

*Each Parishioner will be allowed a maximum of 5 minutes to speak to the Parish Council. Thereafter any member of the Press or Public remaining for the duration of the meeting are silent observers and must not take part in any question, answer or discussion.*

#### 3. Administrative/Management Matters - to receive current reports, advice or updates from any of the following and resolve further actions:

##### 3.1 Governance and Policy –

- a) To ratify decisions made between meetings
  - i) To confirm that the Minutes of the Meeting of the Parish Council held on the 29<sup>th</sup> April 2020 be signed as a true and correct record
  - ii) Cancellation of Annual Meeting of the Council
  - iii) Planning Application 20/02410/FU
  - iv) Acceptance of quotation for Village Hall repairs
  - v) Email change-over to Gmail
- b) To receive and note the Annual Internal Audit Report
- c) To approve the Annual Governance Statement 2019/20

##### 3.2 Village Hall

- a) Building maintenance works
- b) Village Hall Hedge
- c) Vermin control

##### 3.3 Fundraising

3.4 To grant the Clerk/RFO the authority to renew recurring memberships and charges

3.5 To confirm continuation of current Council members roles

#### 4. Finance April/May 2020

- 4.1 To receive and note a bank/accounting system transaction reconciliation
- 4.2 To receive and approve the schedule of payments due
- 4.3 To receive and note a record of Debit/Credit Card payments
- 4.4 To receive and report on income
- 4.5 To receive and note the Clerk/RFO's report concerning VAT reclamation
- 4.6 To receive and approve Budget proposal for 2020/21
- 4.7 To receive and approve the 2019/2020 annual accounts

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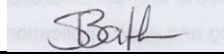
**5. Parish Projects or Issues and Environment - to receive any current reports or updates and resolve any further actions on any of the following:**

5.1 Public reports

**6. To notify the clerk of matters for inclusion on the agenda of the next meeting**

**7. Date of Next Meeting – to consider and agree date of future meeting of the Council.**

**Authorised Signature:**



**Mrs S. Bath (Clerk to the Council & RFO)**

**Email: [s.bath@greatandlittlepreston-pc.org.uk](mailto:s.bath@greatandlittlepreston-pc.org.uk)**

*Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later). However a copy of the full recording protocol and Code of practice for use by Third Parties is available from the Clerk.*