

Albrighton Parish Council



Albrighton Parish Council

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Summons

To all members of Albrighton Parish Council – Councillors: Beechey, Chatburn, French, Illes, Lumby, Medlyn, Noakes, Pledger, Robinson, Roseby, Straney, B Watson, F Watson, Webster and Wilmot

Dear Councillor,

You are hereby summoned to the **Extra Ordinary Council Meeting** of Albrighton Parish Council, to be held on **Thursday 24th June 2021**, at **7.00pm** at The Red House, High Street, Albrighton, Nr. Wolverhampton. WV7 3LU.

Chairman : Councillor Pledger

Date : 17th June 2021

AGENDA

1.	Chairman's Welcome
2.	Apologies for Absence To receive, consider and accept, as appropriate, any apologies for absence in accordance with the terms of Section 85(1) of the Local Government Act 1972. Councillors who cannot attend the meeting are requested to tender their apologies to the Parish Clerk prior to the meeting.
3.	Code of Conduct <u>Disclosable Pecuniary and other Interests.</u> Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest.

<p>4.</p>	<p>Public Participation The Chair to adjourn the meeting for 15 minutes, as per Standing Order 3.d., 3.e., 3.f., and 3.h.</p> <p>If any member of the press or public wish to raise any issues, queries or questions at the meeting please contact the Acting Clerk – Clare Turner by 12noon on Tuesday 22nd June 2021 where you request will be noted, tabled at the meeting and you will be asked to provide your comments by the Chairman.</p> <p>Meeting to be reconvened.</p>
<p>5.</p>	<p>Minutes The Council is to receive, review and agree the minutes of the Extra-Ordinary Council Meeting held on the 10th June 2021 - Appendix A</p>
<p>6. 6.1</p>	<p>Annual Return and Year End 2020 / 2021 The Council is asked to receive the Annual Governance and Accountability Return 2020/21 and supporting documentation.</p> <p>Annual Return Documentation attached to this agenda</p> <ul style="list-style-type: none"> - The Annual Governance and Accountability Return (draft copy) – Appendix B - Bank Reconciliation - Appendix to follow - Explanation of Significant variances - Appendix to follow - Reconciliation between closing balances - Appendix to follow - Confirmation of Contact Details - Appendix to follow - Exercise of Public Rights - Appendix to follow - Internal Audit Report 2020/21 - Appendix C
<p>6.2</p>	<p>Internal Auditors Report 2020/21 The Council is asked to receive and authorise the Internal Auditors report for 2020/21</p> <ul style="list-style-type: none"> - Appendix B - Annual Internal Audit Report 2020/21 (page 3 of the AGAR) - Appendix C - Internal Audit Report dated 6th April 2021
<p>6.3</p>	<p>Annual Governance Statement 2020/21 The Council is asked to review and authorise the following for the Annual Governance and Accountability Return for 31st March 2021.</p> <ol style="list-style-type: none"> a) To complete the Annual Governance Statement, questions 1 to 9 (section 1 – Page 4 of the AGAR) b) To authorise and approve the Annual Governance Statement of the authority - Albrighton Parish Council c) Authorise the Chairman and Clerk to sign Section 1 - Annual Governance Statement 2020/21 for Albrighton Parish Council for the year ending 31st March 2021.
<p>6.4</p>	<p>Accounting Statements 2020/21 (Section 2) The Council is asked to authorise the following for the Annual Governance and Accountability Return for 31st March 2021.</p> <ul style="list-style-type: none"> - To complete the Accounting Statement for 2020/21. (section 2, page 5) - To authorise, approve and certify that for the year ended 31 March 2021 the accounting statements in this annual governance and accountability return have been prepared on either a receipts and payments or income and expenditure basis following the Guidance in Governance & Accountability in Smaller Authorities - a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority. - Authorise the Chairman and Clerk to sign Section 2 – Accounting Statements 2020/21 for Albrighton Parish Council for the year ending 31st March 2021.

	<ul style="list-style-type: none"> - To receive and agree for the following documents to be included and sent to the External Auditor as part of the Annual Governance and Accountability return 2020/21 Part 3: <ul style="list-style-type: none"> • Bank Reconciliation • Explanation of Significant variances • Reconciliation between closing balances • Confirmation of Contact Details • Exercise of Public Rights
7.	<p>Appointment of Committees and Members of Committees To consider appointment of committees and members of committees - <i>Appendix to follow</i></p>
8.	<p>Appointment of Working Groups and Members of Working Groups To consider appointment of working groups and member of the working groups - <i>Appendix to follow</i></p>
9.	<p>Appointment of Parish Council Representative on Outside Bodies To consider the appointment of Parish Council representatives on outside bodies - <i>Appendix to follow</i></p>
10.	<p>Date of Next Meeting - Full Council Meeting - Thursday 1st July 2021 at 7.00pm</p>