

# **CAYTHORPE AND FRIESTON PARISH COUNCIL**

Dear Councillor,

You are hereby summoned to attend the meeting of:

**Caythorpe and Frieston Parish Council  
to be held on Wednesday 13<sup>th</sup> May 2020  
commencing at 7.30pm via Zoom**

The Agenda for the meeting is to be found below.

There will be a short public forum before the council meeting proper which will begin at 7.15 pm. All councillors are requested to attend this forum. Should the forum last less than 15 minutes the Parish Council Meeting will begin at that time. **Please note that members from the public wishing to attend using Zoom are requested to register by contacting the Parish Clerk at [caythorpepc@live.co.uk](mailto:caythorpepc@live.co.uk) who will forward the required joining link.**

M Stevens

6<sup>th</sup> May 2020

Mr Mel Stevens  
Clerk to the Parish Council

## **AGENDA**

1. **Apologies for absence.**
2. **Declaration of Interests** - To receive declarations of interests under the 2000 Local Government Act.
3. **Election of members of the Planning Committee (6).**
4. **Election of members of the Finance Committee (6).**
5. **Confirmation of Portfolio Holders.**
6. **Confirmation of the postponement of the Annual Parish Meeting – New date TBC**
7. **Approval of minutes of the Parish Council meeting held on 11<sup>th</sup> March 2020.**
8. **Parish Clerk Appointment Announcement**
9. **Parish Clerk's Report** - Update on matters occurring since the last meeting not otherwise on the agenda.
10. **Financial Matters:**
  - a. Approval of the Parish Council Internal Audit 2019/20
  - b. Approval of Governance Statement for 2019/20.
  - c. Approval of End of Year Accounts 2019/20 – statement
  - d. To obtain acceptance of – CFPC Standing Orders
  - e. To obtain acceptance of – CFPC Financial Regulations
  - f. To obtain acceptance of – CFPC Risk Management Assessment
  - g. To obtain acceptance (signature) of – CFPC Disclosure of Personal Interests
  - h. Authorisation of BACS/cheque payments.
  - i. End of Year Accounts and Audit Requirements – Submission of Public Rights

11. **The Parish Environment:**
  - a. Planning – Report on Planning Matters affecting the Parish by the Parish Council Planning Committee Chairman. Cllr Brooke - To include:
    - i. New Applications
    - ii. Applications Actioned
    - iii. Decision Notices
    - iv. Other Planning Issues
    - v. Other Issues to Report
12. **Items of urgent business.**
13. **Arrangements for next meeting:**

The next Parish Council Meeting will be held on Wednesday 10<sup>th</sup> June commencing at 7.30 p.m. via Zoom.