

# Sudbury Parish Council Agenda

---

Rachel Male, Clerk and RFO

2 The Cottages, Bakers Lane, Doveridge, Ashbourne, Derbyshire, DE6 5LA

Tel: 07976 230669 Email: sudburyparish@aol.com

12th May 2020

**To: The Chairman and Members of Sudbury Parish Council**

Dear Councillor,

You are summoned to attend the Annual Meeting of Sudbury Parish Council at 7:00pm and the bi-Monthly Meeting of the Sudbury Parish Council at 7.30pm, to be held on Monday 20th May 2020.

Due to current social distancing measures in respect of the COVID-19 pandemic the meeting will take place virtually via Webex, you will have received an invite via email.

**If members of the public wish to join please contact the Clerk on [sudburyparish@aol.com](mailto:sudburyparish@aol.com) to receive the meeting link details.**

**Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.**

Yours sincerely,

*Rachel Male*

## **Agenda for Annual Meeting of Sudbury Parish Council 7:00pm**

1. Election of Chair and Signing of the Declaration of Office Form
2. Apologies
3. Election of Vice Chairman
4. Election of Members to serve on the Parish Council Committees
5. Election of Representative on Outside Bodies
6. Approval of Dates for Future Meetings
7. Review of Assets Held by the Parish Council
8. Authorisation of Signatories
9. Review of Standing Orders and Financial Regulations
10. Appointment of Internal Auditor

## **Agenda for Monthly Meeting of Sudbury Parish Council 7:30pm**

1. To receive apologies for absence.
2. Variation of Order of Business.

**3. Declaration of Members Interests.**

Please note;

- (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e., to stay in the meeting, to leave the meeting or to stay in the meeting to
- (b) make representations and then leave the meeting prior to any consideration of determination or the item)
- (c) Where a Member indicates that they have a prejudicial interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item c of Public Speaking.

The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

**4. Public Speaking**

- (a) A period of not more than three minutes will be made available for members of the public and Members of the Council to comment on any matter.
- (b) If a Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.
- (c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.

**5. To approve the minutes of the bi-monthly meeting of the Parish Council held on the 16th March 2020 (copies attached).**

**6. Chairman's Announcements.**

**7. Covid19 – to RESOLVE to note the information and on what action to take.**

- a) Postponement of Annual Parish Meeting until 2021
- b) Annual Governance & Accountability Return dates extended by 2 months.
- c) Standing Orders to be amended to include the approval of online meetings.

**8. Report from the Clerk on on-going matters.**

**9. Village Reports:**

- (a) Football Field, Pavilion and Mowers
  - i. Mowing contract 2020/2021
- (b) Bus Stops and Bus Route
- (c) Website
- (d) Highways Report
- (e) Public Footpaths and Rights of Way
- (f) Sudbury Park
- (g) Parish Rooms
- (h) National Trust
- (i) Sudbury Estate
- (j) Gasworks

- (k) Prison
- (l) Scouts Group

**10.** Parish Council Insurance

**11.** Derbyshire Association of Local Councils Circulars

**12.** Finance

- (a) Payments made
- (b) Income
- (c) Budget Appraisal 2020/2021

**13.** Financial Regulations, Standing Orders and Asset Register.

**14.** To consider Planning Applications / Decisions.

**15.** Correspondence.

**16.** Date of the next Monthly Meeting of the Parish Council will be held on Monday 20th July 2020, in the Parish Rooms, Sudbury at 7.30pm or virtually.