**IDE PARISH COUNCIL**

**From: Mel Liversage 06 May 2020**

**To: Members of Ide Parish Council:**

**You are duly summoned to participate in the Annual Meeting of Ide Parish Council**

**at 7.30pm on Wednesday 13 May 2020 by Skype online remote conferencing.**

**The meeting will be held in public by making it available on Skype.**

**Please see below under Public Participation for details**

Please note: this meeting may be recorded.

**Declarations of recording.**

**Public Participation** **before the Parish Council meeting using Skype.**

There will be a period set aside for public participation using Skype prior to the start of the Parish Council meeting, along the same lines as when the Council meets in person. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration, at the discretion of the Chair.

**To follow the Parish Council meeting itself using Skype.**

Members of the public may also follow, but not take part in, the Parish Council meeting itself, using Skype. Any resident wishing to speak or to follow the meeting on Skype should contact the Clerk or the Chair by telephone or email at any time between the publication of this notice and 7.00 pm on 13 May 2020 for instructions on how to join. But if possible, members of the public should contact one of us at least 24 hours before the meeting to make sure you can make a Skype connection. See contact details at the end of this notice.

**AGENDA**

1. **Apologies**
2. **Minutes of last meeting**

To consider the approval of the minutes of 15th May 2019. **(see Ide Village website)**

1. **Appointment of Officers and Committees for 2020/2021**

Appointment of the following: present appointments in square brackets[ ]

* Chair [Nick Bradley]
* Vice-chair [Pete Bishop]
* Treasurer – [Mel Liversage]
* Internal auditors – [Alison Marshall]
* External auditors – [PKF Littlejohn]
* Planning committee [Pete Bishop, chair, Rachel Herbert, Mark Thomas]
* Cemetery co-ordinators –[ Mel Liversage, Sarah Tiley]
* School and Play Area liaison – [Pete Bishop and Rachel Herbert]
* Tree wardens – [Pete Bishop and Mark Thomas]
* Memorial Hall representative - vacant
* Footpath wardens – [Andy Swain]
* Allotments co-ordinator – [Nick Bradley]
* Website co-ordinator – [Andy Swain]
* Defibrillator monitor- [Brenda Mosedale]
* Cheque signatories- [Nick Bradley, Pete Bishop, Andy Swain, Mark Thomas and Jessica Paine]

1. **Finance Report: (Clerk)**
2. Treasurer’s Financial Report for year ending 31 March 2020 **Paper 1 annual**
3. To approve Year end accounts 2019/2020  **Papers 2a & 2b annual**
4. To agree annual sum for allocation to the Village Fund, previously £500

**5. Annual Internal Audit: (Clerk)**

a) To receive and consider Annual Internal Audit Report, by internal auditor, Alison Marshall,

3 May 2020 **Papers 3a & 3b annual**

b) Certificate of Exemption - AGAR (Annual Governance and Accountability Return) 2019/20

Part 2: Chair and RFO to sign and complete **Paper 4 annual**

c) To review and complete Annual Governance statement for 2019/2020. **Paper 5 annual**

d) To review and approve Accounting Statements 2019/20 **Paper 6 annual**

**6. Dates for 2020 / 2021 Parish Council meetings, on third Wednesday of odd months:**

2020: 15 July, 16 September, 18 November;

2021: 20 January, 17 March & 19 May.

**This meeting will be followed immediately by the regular May Parish Council meeting**

**NOTE: Contact details for residents wishing to speak before, or to follow, the meeting on Skype:**

Clerk – Mel Liversage 01392 259024 [ideparishclerk@gmail.com](mailto:ideparishclerk@gmail.com)

Chair – Nick Bradley 01392 420616 [ncabradley@gmail.com](mailto:ncabradley@gmail.com)