



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

Tele/Fax 01733 241958

Email: clerk@yaxleypc.org.uk Website: www.yaxleypc.org

To: All Members of Yaxley Parish Council

Sir/Madam

You are hereby summoned to attend a remote online Meeting of the **Full Council** of Yaxley Parish Council to be held on **Tuesday 12th May 2020 at 7.00pm by Zoom app** – anyone wishing to join the meeting should email the clerk@yaxleypc.org.uk prior to the meeting for joining instructions.

H. Taylor

Helen Taylor
Clerk to Yaxley Parish Council

5th May 2020

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- FC1. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- FC2. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- FC3. MINUTES**
To approve as a correct record the Minutes of the meeting of the full Council held on Tuesday 21st April 2020 - attached.
- FC4. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- FC5. ANNUAL COUNCIL MEETING**
To receive a report by the Clerk recommending the postponement of the Annual Meeting until such time as gatherings are permitted– report attached.
- FC6. POLICIES AND PROCEDURES**
Following a review by the Policies and Procedures Working Group to approve the following amended documents:
- Small Grants Application Form
 - Use of CCTV Management Protocol;
 - Equal Opportunities Policy;
 - Complaint Procedure
 - Financial Regulations
- FC7. MEMBERSHIP OF CAPALC**
To receive a report by the Clerk – attached.
- FC8. ACTION PLAN**
To note the progress of schemes and approve the schedule going forward - attached.



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- FC9. SECTION 137 BUDGET – AWARD OF GRANTS**
To consider awarding a grant of £250 to the Yaxley Library – summer read – a copy of the application form is attached.
- FC10. FINANCIAL STATEMENTS FOR YEAR ENDING 31ST MARCH 2020**
To receive and approve the Financial Statements for the year ending 31st March 2020 and authorise the Chairman and RFO to sign them – *statement attached.*
- The Annual Return (AGAR) 2019-2020 – on 30th April 2020 the date for local Councils to complete the final audited accounts was extended from 1st June to 1st September 2020 by Statute. The requirement for the public inspection has been amended & public inspection must commence on or before the first working day of September. The draft accounts must be approved by 31st August 2020 latest, the Internal Auditor has completed his half yearly inspection but still needs to complete the 2019/20 internal audit process prior to Full Council approving the Annual Governance Statement.*
- FC11. ACTUAL V BUDGET REPORT**
To receive and note the Budget Report as at 31st March 2020 (copy herewith).
- FC12. BANK RECONCILIATION STATEMENT**
To receive a bank reconciliation statement as at 30th April 2020 – attached.
- FC13. ORDERS FOR PAYMENT**
To receive and approve the schedule of Orders for Payment for April - attached.
- FC14. TERMS OF REFERENCE FOR INTERNAL AUDITORS 2020/21**
To approve the terms of reference – attached.
- FC15. APPOINTMENT OF INTERNAL AUDITORS FOR 2020/21**
To confirm the re-appointment of Moore Stephens as Internal Auditors for the Financial Year 2020/21.
- FC16. REPORTS FROM REPRESENTATIVES**
- FC17. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
EXCLUSION OF THE PRESS AND THE PUBLIC**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- FC18. RESURFACING OF THE AMENITY CENTRE CAR PARK**
To consider a report by the Clerk – attached.
- FC19. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Cut off time for the meeting is 21.30