**Otterford Parish Council**

**Agenda**

The next meeting of Otterford Parish Council will take place on **Tuesday 12 May 2020** at 7.30pm.

This will be a virtual meeting (using the Zoom online meeting facility) held under the provisions of The Local Authorities and Police and Crime panels (Coronavirus) (Flexibility on Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

*Logon details are available from the Parish Clerk*

**Community Time (Urgent Matters Only at the discretion of the Chairman)**

*(only 3 minutes allowed per topic, to a maximum of 10 minutes*)

**Reports from other organisations:**

SCC Division Councillor **Cllr John Thorne**

SWATDC Ward Councillor **Cllr Ross Henley**

Avon & Somerset Constabulary **??**

The Parish Council meeting will start by 7.50pm at the latest

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| **1.** | **Apologies** | **Clerk** |
| **2.** | **Declarations of Interest:** |  |
|  | *Standard declarations:*   1. *Cllr Canham is an OPC-nominated member of the Parish Hall Committee* 2. *Cllrs Canham and Montgomery are OPC-nominated (Nominative) Trustees of the Otterford Charity* |  |
| **3.** | **Meeting of 14 April 2020:** |  |
| 3.1 | Minutes | **Clerk** |
| 3.2 | Matters arising | **All** |
| **4.** | **Planning** |  |
| 4.1 | New applications: *29/20/0009,* Erection of a boiler shed at Higher Warrens Farm, Churchinford (resubmission of 29/18/0004) | **Clerk** |
| 4.2 | Applications granted/refused by SWATDC: none | **Clerk** |
| **5.** | **Coronovirus (COVID 19) Pandemic** |  |
| 5.1 | Update on activities  *Including information on grants received* | **Clerk/MC** |
| **6.** | **Correspondence** | **Clerk** |
| **7.** | **Financial matters** |  |
| 7.1 | **Accounts for the year ending March 2020.**   1. To consider and approve the Annual Governance Statement; 2. To receive Accounting Statements for the Clerk/Responsible Finance Officer; 3. To consider and review the report from the Internal Auditor; 4. To consider and approve the Annual Return for the year ended 31 March 2020. | **Clerk** |
| 7.2 | **Appointment of Internal Auditor**  To appoint an Internal Auditor for 2020-21  *It is proposed that, subject to his agreement, Martyn Powe be re-appointed.* |  |
| 7.3 | Monthly financial summary | **Clerk** |
| 7.4 | Payment of invoices, if any | **Clerk** |
| **8.** | **Other business** |  |
| **9.** | **Date and time of next meeting:** |  |
|  | Tuesday 9 June 2020 at 7.30pm, venue/method of meeting to be advised. |  |
|  | **Exclusion of Public and Press**  In accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), and the Local Government Act 1972 s100(2), the following agenda items are to be considered with members of the public and press excluded from the meeting for the reason that matters appertaining to the letting of a contract and a lease are of a confidential nature. |  |
| **10.** | **Confidential Item (note: a separate dial-in is required)** |  |
| 10.1 | Holman Clavel Lease assignment  *Update* | **JM/MC** |

NB: Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions – equal opportunities (race, gender, sexual orientation, marital status and any disability), crime & disorder, health & safety and human rights.