

# THE WILLERBY PARISH COUNCIL

Clerk to the Council – Mrs Caroline Handforth

Tel: (01482) 658804 Email: [willerbypc.clerk@outlook.com](mailto:willerbypc.clerk@outlook.com)

## Councillors,

You are hereby summoned to attend a meeting of The Willerby Parish Council that will be held in **The Community Gardens** (weather permitting) or the canopy under the front of **The Methodist Church, Carr Lane, Willerby** at **6.00 pm on Tuesday 18th August 2020**.

*Before the general meeting is opened, residents of Willerby are invited from 6.00pm to speak in a 10 minute Public Forum in order to address the Parish Council on any local matters or concerns they may have. Please be aware that the Public Forum is a listening process, and although questions may be asked, matters will be referred to a future agenda for any decision to be made.*

*(NB Members of the public or press are welcome to sit in at Parish Council meeting to listen to the business transacted.)*

**To observe social distancing requirements for Councillors and any members of the public who may wish to attend, there will be a limit on attendance numbers. Could all Councillors and members of the public wishing to attend please inform the Clerk before 12noon on Monday 17<sup>th</sup> August for the required arrangements to be made.**

**To adhere to COVID-19 prevention, please bring own chairs if required. All relevant documents will be provided in advance of the meeting, no printed documents will be issued at the meeting.**

## A G E N D A

1. To receive and accept apologies for absence
2. To record pecuniary and/or non pecuniary interests
3. To agree the order of the Agenda.
4. To approve the Minutes of the Parish Council held on 17<sup>th</sup> March 2020. Chairman to sign minutes and initial each page.
5. Resolve to apply an exemption to the six-month rule to all Members of the Parish Council due to Covid-19 until May 2021.
  - Any Member's non-attendance at meetings up until the date of this meeting be approved.
  - Any members non-attendance at meetings from the date of this meeting up until May 2021 be approved, or until attendance is resumed.
6. To approve and Chairman & Clerk to sign Parish Council Annual Accounts 2019/2020 Income & Expenditure.
7. To approve and Chairman & Clerk to sign **Section 1 – Annual Governance Statement** of the Annual Governance & Accountability Return (AGAR) for year ending 31<sup>st</sup> March 2020 for external audit.
8. To approve and Chairman & to sign **Section 2 –Accounting Statements** of the Annual Governance & Accountability Return (AGAR) for year ending 31<sup>st</sup> March 2020 for external audit
9. To agree the dates for ordinary Parish Council Meetings and the Annual Parish Meeting 2020/2021.
10. To approve and sign Play-Park Risk assessment

11. To present a report on accounts to the end of July and approve the schedule of payments for August. Chairman & RFO to sign schedule of payments.
12. To confirm the date and time of the next scheduled Parish Council meeting Tuesday 15<sup>th</sup> September, at The Square Well from 7pm

*C Handforth*

Clerk to the Council

13<sup>th</sup> August 2020

**LIST OF APPENDICES:**

Appendix A	Parish Council Minutes March 2020
Appendix B	Financial report for July 2020
Appendix C	Schedule of payments for August 2020