

Forsbrook Parish Council
40 Sampson Avenue
Bramshall Meadows
Uttoxeter
ST14 5FG
Tel 07919911938
forsbrookparishcouncil@outlook.com

Dear Councillor,
You are summoned to a meeting of Forsbrook Parish Council, via Zoom

Meeting ID: 875 3223 9017

On Monday 4th May 2021 at 7.30pm. The meeting will consider the items set out below.

Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status and any disability; Crime and Disorder, Health and Safety and Human Rights).

Before the meeting there will be a public session to enable the people of Forsbrook to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- Film, photograph or make an audio recording of a meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the clerk prior to the meeting as there is policy which must be followed.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk email at least 24 hours before the meeting so that every effort may be made to provide access.

Councillors:-

Herdman, Yates, Mould, McCready, Sandiford, Holmes, Bryant, Felin, White

Forsbrook Parish Council's Meeting Room

Meeting ID: Dawn Plant Forsbrook Parish Council is inviting you to a scheduled Zoom meeting.

MAIN AGENDA

- 1, **Apologies:** to receive apologies.
- 2, **Declarations of Interest and Dispensations (from agenda)** – Councillors must declare any personal or prejudicial interests in items on the agenda and their nature, and leave the room for the relevant items.
- 3, **Register of Interests:** Councillors are reminded of the need to maintain their register of interests.
4. **To elect a Chairman & Vice Chairman for 2021/2022**
- 5, **Minutes:** to consider for accuracy and to approve the minutes of the last meeting:
- 6, **Residents issues:** (Suspend standing orders) To hear any issues faced by residents of the Parish
- 7, **County and District Councillor reports** to include reports from representatives attending outside meetings. to update Council with any relevant information.
- 8, **Clerks report.**
- 9, **Correspondence**
- 10. Update on the Police House project**
- 11, **Planning:** to consider the Parish Councils response to the following planning applications:
- 12, **Cemetery:** to discuss any issues with the cemetery.
- 13, **Environment:** to discuss any issues which Councillors would like the Clerk to report to other agencies.
- 14, **Councillor Updates:** to receive any additional updates from Councillors.
- 15, **Accounts/ Finance:** to consider/approve
 - a) May accounts
 - b) Bank Reconciliation – If bank statement has arrived in time (previously circulated by email and available on the web site)
 - c) To note the internal audit report and plan for any recommendations
 - d) To Approve the Annual Governance Statement
 - e) To Approve the Annual Accounting statement.
 - f) To appoint Alan Topliss as the internal auditor for 2021/22
 - g) To approve the following policies.
Standing Orders, Financial Standing orders, Developer Engagement, Cooption Policy, FOI, Complaints, Vexatious, Pensions discretionary policy, Media, illegal encampment, contract hire, grants, changing rooms, communications. – Previously circulated via email

- h) To approve making Bacs payments for invoices in line with the standing orders (extract copied below)

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

Clerk to the Council: Dawn Plant, 40 Sampson Avenue, Bramshall Meadows, Uttoxeter, ST14 5FG Email: forsbrookparishcouncil@outlook.com Website: [Forsbrook parish council.org.uk](http://Forsbrook%20parish%20council.org.uk)