



Annual Meeting of the Parish Council 2021

To Members of the Parish Council

You are hereby summoned to attend the Annual Meeting of the Parish Council at **7.00pm on Tuesday 18th May 2021 in the Oriel Room, St Ricarius Church, Aberford**, for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting,

Please note all attendees must wear a face covering and take a Covid lateral flow test the day before the meeting and confirm a negative result to the Clerk.

P Wigglesworth
Clerk to the Parish Council
12th May 2021

AGENDA

1. **Election of Chairman (DH)**
2. **Election of Vice Chairman (DH)**
3. **To receive apologies and approve reasons for absence (Chairman)**
4. **Report for previous year (DH)**
5. **Review of working and advisory groups (Chairman)**
 - a. To consider and agree which councillors will serve on each group and agree the responsibilities of each group (please see separate full list).
 - b. To appoint a chair and vice chair or main contact point for each group.
6. **Review of appointments to external organisations and additional responsibilities (Chairman)** (please see separate full list)
7. **To review internal audit report for 2020/21 (Clerk)** (previously circulated)
8. **Review and complete the required sections of the Annual Return for the year ended 31.03.21** (previously circulated) **(Clerk)**
 - a. Section 1 – Annual governance statement 2020/21
 - b. Section 2 – Accounting statements 2020/21
 - c. To consider the dates for posting the Notice of Public Rights on the PC noticeboards and website
9. **Review financial regulations and financial risk assessment (Clerk)** (previously circulated)
10. **Review of Asset Register as at March 31 2021 (Clerk)** (previously circulated)
11. **Update on plans to review of code of conduct and standing orders (MO)**
12. **To appoint up to two councillors to attend the YLCA Branch Meetings and for them to represent the council as voting representatives at the meetings (Clerk)**
13. **Review attendance record (May 2020 to April 2021) (Clerk)** (previously circulated)
14. **Review of the council's membership of other bodies (Clerk):**
 - a. Yorkshire Local Councils Association
 - b. Community First Yorkshire
 - c. Society for Local Council Clerks
15. **To set the date/time and place of ordinary meetings for the year ahead (Clerk)**

P Wigglesworth, Clerk to the Council

Appendices referred to in the Agenda are available on the Parish Council website or on application to the Clerk.

The Parish Council complies with the Mandatory Publication Scheme under the Freedom of Information Act. Information about the Council can be obtained from its website at: www.aberford-pc.gov.uk or by contacting the Clerk.