

Waltham Parish Council

EST. 1894

Website: <https://walthampc.org.uk>

Email: <https://clerk@walthampc.org.uk>

TO: ALL MEMBERS OF WALTHAM PARISH COUNCIL.

Councillors are hereby summoned to attend the **Annual Meeting** of the Council on **Tuesday 11th of May 2021** commencing at 7.30pm at **Waltham Village Hall** for the transaction of the business described in the following Agenda. Supporting documents can be found in an Agenda Pack on the Councils website. Members of the public and press are welcome to join the meeting and to speak on any matter during the Public Session. Please take note of information in the Agenda Pack regarding advice on face-to-face meetings. Due to Covid-19 restrictions a maximum of 20 attendees will be allowed in the meeting, so if any member of the public wishes to raise a written issue please contact the Clerk.

Please note that proceedings of the meeting will be audio recorded.

AGENDA

1. **Under the Local Government Act 1972 s.15 (1) To Elect a Chairman for the ensuing year and to sign a Declaration of Acceptance of Office.**
2. **To Appoint a Vice Chairman.**
3. To receive and approve apologies for absence.
4. To receive Declarations of any Disclosable Pecuniary Interests and Other Significant Interests.
5. To approve the minutes of Motions and Resolutions of the meeting held on 13th of April 2021.
6. To discuss any matters arising from the minutes other than those on the Agenda.
7. **Public Session:** To receive questions and comments from the public.
8. To receive reports from County and City Councillors.
9. **Financial Matters:**
 - a) To receive a verbal year-to-date report on the Budget position.
 - b) To approve a payment schedule and authorise online payments.
10. **Annual Governance and Accountability Return:**
 - a) To declare that the Authority meets relevant criteria and wishes to declare itself exempt from sending the completed Return to the External Auditor.
 - b) To receive the Internal Auditors **Annual Audit Report** and discuss any issues arising.
 - c) To complete **Section 1, Annual Governance Statement** after consideration of a report from the RFO.
 - d) To complete **Section 2, Accounting Statement**.

- e) To receive a report on any **Analysis of variances**.
- f) To note that the **Bank Reconciliation** reflects cash book transactions.
- g) To formally agree the **Notice of the period for the exercise of public rights**.

11. Notice Boards:

To consider further options regarding the replacement of the parish and public notice boards following consultation with parishioners.

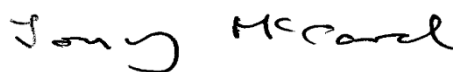
12. Adverse Weather Policy Research:

To consider a report from the Clerk on research preparations.

13. Annual Parish Meeting:

To confirm that the 2021 Annual Parish Meeting is scheduled for Tuesday the 25th of May at 6.15pm in the Village Hall. Covid-19 restrictions will apply.

14. Date of next meeting: Tuesday 1st June 2021 commencing at 7.30pm. in the Village Hall.



Clerk to the Council