

STRADISHALL PARISH COUNCIL

Clerk: J Kirk, 15 Klondyke, Bury St Edmunds, IP32 6DB

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22nd February 2021

To members of the Council: You are hereby summonsed to attend a meeting of the Parish Council on Monday 1st March 2021 at 7p.m. via Zoom.

Members of the public are welcome to join the meeting. There will be an Open Forum at the start of the meeting to give members of the public and opportunity to speak to councillors informally about items on the agenda. Members of the public may stay and observe the rest of the meeting but may not address the Council.

The Zoom login details are:

Time: Mar 1, 2021 07:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/89184216582?pwd=NmJGOXRMeGJGNG9ZZ01iWXUxUkU4dz09>

Meeting ID: 891 8421 6582

Passcode: 768565



AGENDA

1. To accept apologies and reason for absence.
2. Declaration of interest by Councillors in items on the agenda and dispensation requests.
3. To approve the minutes of the meeting held on Monday 11th January 2021
4. County Councillors Report
5. District Councillor's report
6. Police issues
7. To receive an update on the list of actions agreed at the last meeting
8. To discuss the following financial issues:
 - a) Approval of payments and signing of Schedule of Payments
 - b) Approval of payments authorised between meetings
 - c) To receive a statement of receipts and payments made since the last meeting
 - d) Bank balances and confirmation of bank reconciliation as of 28th February 2021
 - e) Councillor to complete the checklist of internal controls
 - f) To review all regular payments including staff costs and approve payments relating to these services for 2021 – 2022
 - g) Councillor to review the confidential cashbook (PAYE and salary information)
 - h) To check the PAYE details and tax code for the clerk's salary
 - i) To review the income and expenditure for 2020/21 against the budget and discuss the level of reserves for general and earmarked expenditure
 - j) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate
 - k) To review the Council's risk assessment
 - l) To check that the levels of liability insurance are adequate
 - m) To appoint an internal auditor to check the Council's system of internal controls and review the effectiveness of the internal audit. The internal auditor must be independent from the Parish Council.
 - n) To review the effectiveness of the Council's internal controls
 - o) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2020 and complete the inspection checklist.
9. To discuss any planning issues
10. To discuss any highways/Rights of Way issues/tree/transport issue
 - a) Draft tree and hedge policy
11. To discuss the draft Scheme of Delegation
12. To discuss any playing field issues:
 - a) Play inspection report
 - b) Renewal of West Suffolk Council's playing field Service Level Agreement.

13. To confirm the dates of meetings in 2021/22
14. To discuss any village issues:
 - a) Possible future project – defibrillator/phone box
 - b) Possible purchase of 30mph bin stickers
15. To discuss the following correspondence:
 - a) Email from CAB requesting a donation
 - b) Email from Arthritis Action giving information about support which is available for people with arthritis
16. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Monday 10th May 2021 at 8pm or the Annual Parish Meeting at 7pm