Sir/Madam 27 April 2021

**SUMMONS TO ATTEND THE ANNUAL STATUTORY FULL COUNCIL MEETING OF SWANNINGTON PARISH COUNCIL**

Time/Date:  ***7.00 p.m.*** ***on Monday 3 May 2021***

Location: **Via ZOOM**

**Due to the Covid-19 virus and the guidance around social distancing and self-isolation, the Parish Council will be holding its meeting virtually through ZOOM.**

Join Zoom Meeting

<https://us02web.zoom.us/j/83243244956?pwd=aEttZ2pyNGhWbEFSb2NpSC91b3F2UT09>

Meeting ID: 832 4324 4956

Passcode: 190482



Clerk to the Council

***Public Participation***

*Members of the public may make representations, give evidence or answer questions in respect of any matters included on the agenda. At the discretion of the Chairman the meeting may be adjourned to give members of the public an opportunity to raise other matters of public interest.*

***AGENDA***

1. To elect a Chairman for the year and to sign the declaration of office
2. Apologies for absence to be received and accepted by the Parish Council.
3. Disclosures of Interest – Under the Code of Conduct members are reminded that in disclosing an interest the nature of the interest should be clear in respect of items on the agenda.
4. To elect a Vice-Chairman for the year and to sign the declaration of office
5. Appointment of councillors, or council representatives with special responsibilities

(Examples – School liaison, allotments, etc.)

1. Review of representation on or work with external bodies and arrangements for reporting back to council (councillors and council representatives***)***
2. Leicestershire and Rutland Association of local Councils (LRALC)
3. Swannington Heritage Group
4. Swannington Open Gardens
5. Neighbourhood Plan Group
6. County Archaeological Network
7. County Heritage Warden Scheme
8. Other bodies
9. Audit – Annual review of key council policies and procedures (first set, others to reviewed at later meeting)
10. Code of Conduct **Appx A**
11. Standing Orders
12. Statement of Internal Control and Review of Effectiveness of Internal Control
13. Financial Regulation’s
14. Risk Assessment and Management
15. Financial Reserves
16. Health and Safety
17. To confirm the minutes of the following meetings of the Parish Council:
18. Full Council 12 April 2021 **Appx B**

4. Police report

5. Chairman’s Report

1. Councillors' Reports, including reports from LCC and NWLDC councillors.
2. Neighbourhood Plan Group.
3. Other reports.
4. Clerk’s report
5. Accounts
6. To approve payments scheduled for April including the payment for wages for April 2021.
7. To review and receive receipts for April 2021.
8. To review and approve bank statements and bank reconciliation for April 2021.
9. Footpath N28 – Proposed diversion **Appx C**
10. To approve the annual contract for website provision with 2Commune
11. Annual Review of Parish Council’s insurance (Year 2 of three year contract)
12. To approve the annual subscription to LRALC/NALC
13. Planning applications and decisions (none to date, will forward any that may come in before the meeting)

**REMINDERS:**

**Diary Notes:**

Full Council – 14 June 2021

***Cheque signing rota for May – All Councillors***