



## ALDERCAR & LANGLEY MILL PARISH COUNCIL

E mail [Clerk@almpc.co.uk](mailto:Clerk@almpc.co.uk)

Tel 07949 646000

18 June 2021

To: The Chairman and Members of Aldercar & Langley Mill Parish Council

Dear Councillor,

You are summoned to attend an **Extraordinary Meeting of Aldercar & Langley Mill Parish Council** on **Friday 25 June 2021** at **4.00 pm** to be held at **The Langley Mill United Cricket Club, Amber Drive.**

### **Public attendance at Parish Council meetings**

The Parish Council is an open and transparent local authority and encourages public attendance at meetings. However, in line with COVID regulations, there currently has to be limited public access to meetings to ensure social distancing.

The number of members of the public who can be safely accommodated at each meeting will be dealt with on an individual basis, taking into account factors such as size of the membership and room capacity.

If you wish to attend in person, you are requested to contact the Clerk whose details are included on the meeting agenda in order to discuss arrangements and give advance notice of any matters that you wish to raise. If you attend the meeting without contacting us in advance, there may not be a place available for you.

### **You should not attend a meeting in person if:**

- you have coronavirus symptoms: a high temperature, loss or change to sense of smell or taste, a new continuous cough.
- if you have tested positive for COVID-19 or are waiting for a test result.
- if you have been instructed by the NHS to self-isolate.
- you have recently returned from travel abroad and should be either self-isolating or quarantining.

## Keeping meetings, employees and visitors safe

When you attend the meeting, keep yourself and others safe by following the Government's guidance at all times.

Our safety measures require:

- wearing a face covering, unless exempt.
- maintaining a 2-metre distance from others.
- using the hand sanitiser provided upon entrance to and exit from the meeting room.

In line with national track and trace requirements we ask that you provide the Clerk with your name, email address and telephone number in advance of the meeting date. Your details will be held on record for 21 days from the date of the meeting and then they will be securely deleted.

Yours sincerely,

Andrew Sharpe  
**Clerk and Responsible Finance Officer**

## AGENDA

- 1 To receive apologies for absence
- 2 Declaration of Members Interests
- 3 Public Speaking – (15 Minutes)

A period of not more than 15 minutes will be made available for members of the public and members of the Council to comment on any matter. Members of the public should wherever possible give 3 clear days' notice of any matters to be raised by contacting the Clerk. Please also see the note at the start of the agenda on public attendance.

The Police, County Councillor and Borough Councillor may also speak at this point but as with the public must contact the Clerk in advance to confirm their attendance.

- 4 Dispensations  
To report any dispensations granted by the Clerk under the agreed procedures and to consider any further requests received.
- 5 Chairman's Announcements  
To include matters relating to car park, allotments, ongoing grant aid and bus trips.
- 6 Financial Matters
  - (a) Accounts for Payment.  
**RECOMMENDED** to approve the list of payments to be circulated at the meeting.
  - (b) Internal audit report.

**RECOMMENDED** to receive the internal audit report 2020/21 and approve that the Clerk seek to increase the Fidelity Insurance level.

(c) Receipts and Payments Account 2020/21

**RECOMMENDED** that the receipts and payments accounts for 2020/21 be approved and signed by the Chairman and Clerk/RFO.

(d) Annual Governance Statement.

**RECOMMENDED** that the Annual Governance Statement for 2020/21 (Section 1 of the Annual Return) be approved and signed by the Chairman and Clerk/RFO.

(e) Accounting Statements

**RECOMMENDED** that the Accounting Statements for 2020/21 (Section 2 of the Annual Return) be approved and signed by the Chairman and Clerk/RFO.

(f) Annual Return 2020/21

**RECOMMENDED** that the Annual Return be now sent to the External Auditor and the prescribed notices and accounts published.

(g) Internal Auditor 2021/22

**RECOMMENDED** that Barrie Woodcock be appointed Internal Auditor for 2021/22.