

Parish Council Meeting
Wednesday, 10th June 2020 at 6:30 p.m.
via Zoom Video Conferencing

To members of Bickenhill & Marston Green Parish Council, you are duly summoned to attend a **virtual Zoom meeting** of the Parish Council.

Councillors: Are minded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

Public Question Time:

During the virtual meeting and at the Chairman's discretion, the meeting will be opened to enable members of the public to ask questions of and make statements to the Parish Council for a maximum time of 10 minutes. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council meeting. Members of the public are asked to restrict their comments and/or questions to **two minutes**.

- Any member of the public who wishes to attend the meeting needs to download Zoom (<https://zoom.us/meetings>)
- Any member of public wishing to participate in the virtual meeting must contact the Clerk via email or telephone to request the meeting ID and password
- Any member of the public who wishes to make a representation during the meeting must submit their questions by email or telephone to the Clerk no later than 3 days prior to the advertised virtual meeting date
- The Clerk can be contacted on clerk@bmgpc.org or on 0747 831 4667

The Parish Council would advise members of the public that audio and video recording for minuting purposes may take place during the virtual Parish Council meeting and that following agenda item The Public, members of the public may not participate in the meeting.

The Parish Council Meeting will commence at approx. 6:40 p.m.

AGENDA

- 1. Rules and Procedures of Video Conferencing**
- 2. Clarification of Parish Council Meetings Held via Zoom Video Conferencing**
- 3. The Public**
- 4. Apologies**
- 5. Declarations of Interest and Dispensations:**
 - 5.1 To receive declarations of interest from Councillors regarding items on the agenda**
 - 5.2 To receive written requests for dispensations of disclosable pecuniary interests**
 - 5.3 To grant any requests for dispensation as appropriate**
- 6. Approval of the Minutes of the Parish Council Meeting held on 04th March and 27th May 2020**
- 7. Internal Auditors Report** (Circulated by email on the 11th May 2020)
 - 7.1 Pass a resolution that the Parish Council have read and accept the report and any recommendations.
- 8. Section One - Annual Governance Statement 2019/20** (Sent by email)
 - 8.1 Answer Questions 1 to 9
 - 8.2 Pass a resolution to confirm members accept the completed return
- 9. Section Two - Annual Governance Statement 2019/20** (Sent by email)
 - 9.1 Pass a resolution to confirm that members accept the figures in the completed return
- 10. Annual Internal Audit Report Annual Governance Statement 2019/20** (Sent by email)
 - 10.1 For information only, the report forms part of the return to be submitted to the External Auditor.
- 11. Review of Risk Assessment** (Sent by email)
 - 11.1 Pass a resolution to approve the Risk Assessment circulated
- 12. Financial & Audit Procedures to be Approved** (Sent by email)
 - 12.1 Effectiveness of Internal Audit
 - 12.2 Statement of Internal Controls
 - 12.3 System of Internal Control

13. Expenditure Reports

13.1 March Expenditure Report (Circulated by email 6th April 2020)

13.2 April Expenditure Reports (Circulated by email 8th May 2020)

13.3 May Expenditure Report (Circulated by email 2nd June 2020)

14. Recreation Ground and Burial Ground driveway gates opening hours

15. Broadband Project

16. Date of the next virtual meeting: Wednesday, 1st July 2020 at 18:30 GMT

Signed:



2nd June 2020