



Kingsmead Parish Council  
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Councillors are summoned to attend the ORDINARY PARISH COUNCIL MEETING to be held online using Zoom video conferencing on Monday 18<sup>th</sup> May 2020 at 7.30pm

Go to <https://us02web.zoom.us/j/81082964940?pwd=RFBUYlVOREt0dWV2enM5eFdjTFRHdz09or> or use meeting ID 810 8296 4940 to join, entering the password is 095905 to access the waiting room.

Sarah Morgan, Clerk to the Council

Date: 13<sup>th</sup> May 2020

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## A G E N D A

1. **To receive apologies**
2. **Disclosure of interest in items on the agenda**
  - a) To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct
3. **Public open forum**
  - a) Members of the public are invited to address Councillors and raise issues of concern
4. **PCSO**
  - a) To receive a report from PCSO Phil Hambleton
5. **Approval of Minutes**
  - a) To approve the minutes of the Ordinary Meeting held 20<sup>th</sup> April 2020 (*attached*)
  - b) To approve the minutes of the Extra Ordinary Meeting held 28<sup>th</sup> April 2020 (*attached*)
6. **Annual Meeting**
  - a) To agree when to hold the Annual Meeting of the Council
7. **Election of Chairman**
  - a) To elect a new Chairman (at the request of the current Chairman, Cllr Reed)
8. **Finance and administration**
  - a) To approve the current account bank reconciliation to 31-05-2020 (*attached*)
  - b) To approve the Nationwide 45 Day Saver account reconciliation to 31-05-2020 (*attached*)
  - c) To approve the Nationwide 125 Day Saver account reconciliation to 31-05-2020 (*attached*)
  - d) To approve accounts for payment in May 2020 (*attached*)
  - e) To note accounts paid in April 2020 (*attached*)
  - f) To note financial position/management accounts to end May 2020 (*attached*)

## Ordinary Meeting Agenda (cont.)

- g) To approve the updated asset register 2019-2020 (*attached - revised May 2020*)
  - h) To receive the minutes of the Finance Committee Meeting held 4<sup>th</sup> May 2020 (*attached*)
  - i) To approve insurance arrangements for 2020-2021
9. **Review of the Effectiveness of Internal Control**
- a) To note the internal auditor's report (*attached*)
  - b) To consider the findings of the review of the effectiveness of the system of internal control (*ref Finance Committee Minutes*)
  - c) To approve a Purchase Order policy (*attached*)
  - d) To approve an amendment to the Financial Regulations in relation to the Clerk's credit card spending limits
  - e) To consider recommendations and further actions in relation to procurement
  - f) To agree further actions based on recommendations regarding internal control
10. **Annual Governance and Accountability Return 2019-2020**
- a) To consider section 1, Annual Governance Statement 2019-2020 (*attached*)
  - b) To approve and sign section 1, Annual Governance Statement 2019-2020
  - c) To consider section 2, Accounting Statements 2019-2020 (*attached*)
  - d) To approve and sign section 2, Accounting Statements 2019-2020
11. **Working Groups**
- a) To consider a report on the working group structure and terms of reference (*attached*)
  - b) To approve actions in relation to the working group and committee structures
12. **Fencing at Ellingham Way**
- a) To consider actions in relation to fencing on Ellingham Way (*report attached*)
  - b) To note correspondence sent to the resident of Ellingham Way in relation to the fencing
  - c) To approve quotations for works to fencing on Ellingham Way
13. **St George's Field**
- a) To agree actions relating to fly tipping on St George's Field
  - b) To consider further actions in relation to damage to trees and fencing on St George's Field
  - c) To consider actions in relation to managing and maintaining the buffer strip
14. **Parks and play areas**
- a) To note the temporary removal of the waste bin from the DW2 play area
  - b) To consider additional planting of pyrocantha on Duke's Way (*£15 each - verbal update*)
  - c) To note letters sent to residents in relation to fly tipping on Woburn Cl. and Ellingham Way
  - d) To approve a budget and plan for replanting of the memorial garden
15. **Drone Policy**
- a) To consider a policy relating to the use of drones (*sample policy attached*)
16. **Trees and Ponds**
- a) To receive an update from the working group
17. **Close of meeting**