

Latton Parish Council

(including the hamlets of Eysey and Water Eaton)

Parish Clerk: Tina Jones
Clerk@lattonparishcouncil.org.uk
www.lattonparishcouncil.org.uk

ANNUAL PARISH COUNCIL MEETING to be held on Tuesday 18 May 2021 at 19:30 hrs

Councillors:

Cllr P Rawsthorne, Chairman
Cllr D Lloyd, Vice - Chairman

Cllr R De'witt
Cllr J Towner

Cllr K Johnson

Members of Latton Parish Council as listed above are summoned to attend a meeting of the Parish Council for the purpose of transacting the following business.

Tina Jones

Tina Jones PSLCC
Clerk to the Council

Date: 13 May 2021

Public and Councillor Question Time – to receive questions from the public (limited to ten minutes) and Councillors (limited to five minutes) on items not on the agenda. Every attempt will be made to give accurate answers to all questions. However, on some subject's further research and consultation with the appropriate bodies may be necessary, following which a response will be offered as soon as is possible.

A G E N D A

- Election of Office**
Members are requested to Nominate a Chairman for the ensuing year, all nominations must be seconded
- Election of Vice-Chairman**
Members are requested to Nominate a Vice-Chairman for the ensuing year, all nominations must be seconded
- Acceptance of Office and Code of Conduct**
The newly appointed Councillors, Chairman and Vice-Chairman are requested to sign their Acceptance of Office Forms authorised by the Clerk of the Council.
Once signed, each Councillor also agrees to the adopted Code of Conduct – by email only
Members to RESOLVE to permit Councillor Towner to sign his Declaration of Acceptance at the Parish meeting to be held on 29 June 2021.
- Apologies for Absence**
To RECEIVE apologies
- Declarations of Interest**
Members are reminded to DECLARE any interest they may have for any item on the agenda, no later than when the item is reached. As required under the Code of Conduct adopted by Latton Parish Council and by the Localism Act 2011.
- Dispensations**
To NOTE any dispensations in respect of this agenda received prior to the meeting.
- Standing Orders**
To REVIEW Standing Orders – with no proposed changes
- Financial Regulations**
To REVIEW Standing Orders – with no changes proposed
- Asset Register**
To NOTE and AGREE the Asset Register

10. **Appointment of Signatories to the Bank Account**
To NOTE and APPROVE that the bank mandate is to be amended to the Chairman and Vice Chairman - both of whom together with the Parish Clerk will be signatories
11. **External Audit 2021-2022**
Members to NOTE the External Auditor is PKF Littlejohn
12. **Appointment of Internal Auditors -2021 - 2022**
To CONFIRM that Whitehill Business Services will continue to carry out the Council's internal audit
13. **Representatives to Other Bodies and Parish Duties 2021-2022**
- | Name | Currently |
|--|----------------------------|
| Cricklade & RWB Area Board | Cllr Rawsthorne/Cllr Lloyd |
| Community Area Transport Group | Cllr Lloyd |
| RWB & Cricklade Community Safety Forum | Cllr Johnson |
| Facebook Administrator | Cllr Rawsthorne |
| Floral Displays Co-Ordinator | Cllr Rawsthorne |
| Parish Newsletters | Cllr Lloyd |
| Play Area Inspections | Cllr Towner |
| Play Area Waste Bin | Cllr Johnson |
| Quarry Liaison Group | Cllr Rawsthorne |
| Speed Indicator Device | Cllr Rawsthorne |
| Speedwatch & Lorry Watch | Cllr Johnson |
14. **Review of On-line Register of Interests**
Members are reminded to REVIEW their online Register of Interests and advise the Clerk if any amendments are required.