

**Westhall Parish Council Meeting**  
**Monday 14<sup>th</sup> June 2021 at 7.30 pm**

**We would ask Councillors and Members of the Public to arrive no later than 07.25 in order to comply with our Covid-19 safety restrictions which will require social distancing, wearing of masks, hand sanitising and track and trace compliance. We would also encourage members of the public to make written representations on issues rather than attending in person as attendance will be limited.**

**AGENDA**

**Part 1**

1. Apologies and approval of absences.
2. To receive declarations of pecuniary, non-pecuniary interests and consider requests for dispensations.
3. Address from our newly elected County Councillor Annette Dunning
4. Resolution that minutes of meetings on 17<sup>th</sup> May 2021 are correct record
5. Chairman and Clerk's report on progress of actions from last meeting(s)
6. **Finance:** (Preparation for end of year accounts, budget and internal audit)
  - a. Receive and approve RFO's report on Accounts for year 2020/21
  - b. Approve Year End Accounts
  - c. Approve and Sign Annual Governance Statement
  - d. Approve Accounting Statements previously signed by RFO
  - e. Approval of Bank Reconciliation for Westhall Parish Council Account and Recreation Ground Account to 31<sup>st</sup> May 2021
  - f. Approval of online payments or cheques signed and for signature since last meeting.
  - g. Consider annual funding requests
7. **Planning: Public Access Link** <https://publicaccess.eastsuffolk.gov.uk/online-applications>
  - a. New Applications - None
  - b. Update on Previous Applications – See attached
8. East Suffolk Community Partnership: Bungay, Beccles and Halesworth area
9. Matters Arising since last meeting – Appointment of a Vice Chair; Parish Councillors Register of Interests
10. Correspondence Received
11. Any items of information
12. News items for HCN and other media
13. **Progress on Internal Implementation Plan** – Adoption of governance documents to comply with current recommended standards prior to internal audit.
14. Meetings for 2021 at 7.30pm on 2<sup>nd</sup> Monday of every other month: 12<sup>th</sup> July; 13<sup>th</sup> September and 8<sup>th</sup> November (+ Annual Allotments Meeting). *(All subject to change due to Covid-19 government guidelines)*

**Part 2 CONFIDENTIAL** *"Exempt/Confidential Items It is recommended that under Section 100(A)(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act. "*

15. Review of Contract of Employment – Clerk & Responsible Financial Officer

Ann Donnachie  
Email: [parishclerkwesthall@gmail.com](mailto:parishclerkwesthall@gmail.com)  
[www.westhall.onesuffolk.net](http://www.westhall.onesuffolk.net)

Date: 8<sup>th</sup> June 2021