

**COPYTHORNE PARISH COUNCIL MEETING – TUESDAY JUNE 9TH 2020**

**Item 8 – Matters arising from minutes of meeting of Copythorne PC held on May 12<sup>th</sup> 2020**

**80/20 To Approve the Minutes and agreed actions of the Meeting of April 14th 2020**

**ACTION – Clerk to ensure that the minutes are signed by the Chairman**

The Minutes have been signed by Chairman.

**84/20 To receive and approve the Annual Governance and Accountability Return Part 3 for 2019/20 (“AGAR”)  
ACTIONS – i) The Clerk to arrange for the AGAR to be signed and forwarded (along with the required supporting documents) to the external auditors, PKF Littlejohn. ii) The Clerk to arrange for the required “Notice of Public Rights” to be displayed**

The Clerk will be completing these tasks by Monday June 8<sup>th</sup>.

**87/20 To receive and agree the Bank Reconciliation for April 30th 2020**

**ACTION – Clerk to ensure that the reconciliation is signed by Cllr. Herra**

Cllr. Herra has signed the reconciliation.

**88/20 To receive and agree the monthly payment schedule for March 2020**

**ACTION – Clerk to ensure that the schedule and Electronic Payments instructions are signed by Cllrs. Lucas and Goodwin.**

Cllrs. Lucas and Goodwin have signed and returned the schedule and Electronic Payment Instructions.

**89/20 To receive and approve a report on the Lengthsman scheme**

**ACTION – Clerk to obtain quotes and present them to the June meeting for discussion and approval.**

The Clerk has obtained the quotes and will be presented them as part of agenda item 9 shortly.

**90/20 Correspondence & Clerk’s Report**

**ACTION- Clerk to maintain contact with HCC Gypsy Liaison Team and keep Council members updated.**

The Clerk has been maintaining contact with the HCC Gypsy Liaison Team and will be updated members as part of agenda item 15 later in the meeting.

**92/20 Councillors Reports**

**ACTION – Clerk to talk to HCC Highways regarding outstanding work near The Brickyard.**

The Clerk’s discussion with HCC Highways are ongoing and members will be kept updated via the Clerk’s Report.