

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY JUNE 8TH 2021

Item 8 – Update on agreed actions arising from minutes of meeting of Copythorne PC held on May 4th 2021

- 83/21 To elect the Chairman of the Council and for the Chairman to confirm acceptance of Office**
ACTION – Clerk to collect the “Acceptance of Office” and witness Cllr. Chillcott’s signature.
The Clerk collected the “Acceptance of Office” and witnessed Cllr. Chillcott’s signature
- 84/21 To elect the Vice Chairman of the Council and for the Vice Chairman to confirm acceptance of Office**
ACTION – Clerk to ensure that Cllr. Rhodes signs the “Acceptance of Office” and witnesses Cllr. Rhodes signature.
Cllr. Rhodes signed the “Acceptance of Office” and the Clerk witnessed her signature.
- 90/21 To Approve the Minutes and agreed actions of the Meeting of April 13th 2021**
ACTION – Clerk to ensure that the minutes are signed by the Chairman
The Chairman has signed the minutes
- 91/21 Matters arising from the Minutes of the previous meeting**
205/20 New SID – The Clerk has placed an order for the new SID
69/21 A reply from the ERHA was received on May 4th 2021 and shared with all members.
72/21 NFDC have replied to say that they can undertake a traffic monitoring survey at Bartley Crossroads once “lockdown restrictions” allow.
- 92/21 b. To receive & approve Annual Governance Statement 2020/21 (AGAR Part 3 – Section 1, Page 4 of 6)**
c. To receive & approve Accounting Statements 2020/21 (AGAR Part 3 – Section 1, Page 5 of 6)
ACTIONS – i). With regards to 92b/21 and 92c/21 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 arranged for the AGAR pages to be signed & will update members re ii.) under Item 15 today.
- 93/21 a. To receive and agree the Bank Reconciliation for April 30th 2021**
ACTION – Clerk to ensure that the reconciliation is signed by Cllr. Lucas
Cllr. Lucas signed the reconciliation
b. To receive and agree the Payments Schedule for May 2021
ACTION – Clerk to ensure schedule & electronic payments instructions are signed as above
The required councillors signed the relevant items
- 94/21 Review of delegation arrangements to committees, employees and other local authorities**
ACTION – Clerk to arrange for the “Business Continuity Plan” to be added to the Transparency section of the Council’s website.
The Clerk has undertaken the required action.
- 95/21 Review and adoption of Standing Orders and Financial Regulations**
ACTION – Clerk to arrange for the review date of both documents to be noted within the Transparency section of the Council’s website.
The Clerk has undertaken the required action.
- 97/21 Review of representation on or work with external bodies**
ACTION – Clerk to arrange for details on Committee Representation page of website to be updated.
The Clerk has undertaken the required action.
- 98/21 Review of Advisory Committees, confirmation of the Terms of Reference, the number of members and receipt of nominations to them.**
ACTION – 1) Clerk to arrange for details on Committee Representation page of website to be updated.
2) Clerk to arrange for Flooding Advisory Committee responsibilities within Terms of Reference to be renumbered. The Clerk has undertaken the required actions.