

# Hessett Parish Council

Clerk: Maximilian Clay

Gate Cottage ♦ Culford ♦ Bury St Edmunds ♦ IP28 6TU

Telephone: 0777 595 6515 ♦ Email: hessetpc@gmail.com

---

## To Members of Hessett Parish Council

You are duly summoned to attend the Annual Meeting of Hessett Parish Council to be held on

**Tuesday 4<sup>th</sup> May 2021 at 7.30pm**

*electronically, by Zoom.*



Maximilian Clay - Clerk

28<sup>th</sup> April 2021

**Please note that invitations and passwords will be issued to Councillors  
in advance of the meeting.**

**Members of the public wishing to attend should contact the clerk via the above  
email address for joining instructions.**

## AGENDA

7.30

**1. Election of Chair**

To elect a Chair for the coming year (2021/22)

**2. Election of Vice Chair**

To elect a Chair for the coming year (2021/22)

**3. Signature of Acceptance of Office Forms**

The Chair and Vice Chair elected above will sign Declarations of Acceptance of Office.

**4. Apologies**

To receive apologies and to approve reasons for absence.

**5. Declarations of Interest**

a. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

b. To declare any Other Disclosable Interests in items on the agenda, and their nature.

**6. Minutes**

To agree the minutes of the Meeting of the Parish Council held on 15<sup>th</sup> March 2021 and to authorise the Chair to sign them as a true record.

**7. Public Forum**

Residents are invited to give their views and question the parish council about issues on this agenda only. The time allocated is at the discretion of the Chair.

**8. Insurance for 2021/22**

To consider and approve Insurance arrangements for the coming year.

**9. Finance & Governance**

a. To review and approve the Financial Regulations (no changes);

b. To review and approve revised Standing Orders (no changes);

- c. To review and approve the Financial Risk/ Risk Management assessment;
- d. To approve the 2020/21 Accounts, including the end of year Bank Reconciliation and the Asset Register;
- e. To receive and consider the Internal Auditor's Report;
- f. To consider and approve the Governance Statement at Part 2 Section 1 of the Annual Return and authorise the Chair to sign it on behalf of the Council;
- g. To consider the information provided at Part 2 Section 2 of the Annual Return and to authorise the Chair to countersign it on behalf of the Council;
- h. To consider the grounds for exemption from external audit (Limited Assurance Review) and authorise the Responsible Financial Officer and the Chair to sign the Certificate of Exemption;
- i. To re-appoint Mrs Christine Fitzgerald as internal auditor for 2021/22;
- j. To ratify the draft dates for meetings for the 2019/20 session and the 2020 Annual Meeting;
- k. To receive the schedule of receipts and payments and to approve the schedule of payments.

**10. Appointment of Council Representatives to Village Bodies**

- a. To appoint a representative to the Hessett Charities;
- b. To appoint a representative to the Village Hall Committee.