

PLUMSTEAD PARISH COUNCIL

The Annual Meeting of Plumstead Parish Council will be held on
Monday 10 May 2021 at approximately 6.15 pm in Plumstead Church

The Public are welcome to attend this Parish Council meeting

***Those attending the meeting must adhere to current Government Covid-19 guidelines.
In particular, social distancing of 2m must be maintained at all times***

- 1 Attendance
- 2 Election of Chair and Vice-Chair & Co-option of Councillor to the Parish Council
- 3 Record Declarations of interest from members on any item to be discussed
- 4 To approve and sign the Minutes of the meeting held on 29 March 2021
- 5 To consider matters arising from the Minutes (not on the Agenda)
 - Refurbishment of Village Sign
 - Replacement signs at the pond
 - Sheringham Shoal & Dudgeon Extension Projects Stakeholder Forum
- 6 Open Session for members of the public to speak
(on matters connected with this Agenda – limited to two minutes per person at the discretion of the Chair)
- 7 To receive reports from County & District Councillors
- 8 Police report
- 9 Annual Governance & Accountability Return 2020/21:
 - To declare the Parish Council exempt from external audit in 2020/21 and authorise the Clerk & Chair to sign the exemption certificate
 - To receive the Internal Auditor's report 2020/21
 - To approve the Annual Accounts for 2020/21
 - To approve and sign the Annual Governance Statement 2020/21
 - To approve and sign the Accounting Statements 2020/21
 - To update the Asset Register
- 10 Clerk's financial report
 - To review the cover needed under the insurance policy and to authorise payment of the renewal premium from 1 June 2021
- 11 Information Audit (report from Clerk)
- 12 To review and approve the following documents:
 - Code of Conduct
 - Complaints Procedure
 - Financial Procedures
 - General Data Protection Regulation Policy
 - Health & Safety Policy Statement
 - Publication Scheme
 - Risk Assessment Policy (incorporating the Asset Register)
 - Standing Orders

- 13 Maintenance of Parish Council assets:
 - Telephone Box
 - Shed
 - Flagpole Seats, Flagpole Sign, Noticeboards & Picnic Bench
 - Lifebuoy to be re-sited
- 14 Clerk's Remuneration for 2021/22
- 15 Planting a tree in memory of HRH The Duke of Edinburgh
- 16 Planning applications
- 17 Pond & Wildlife Meadow
 - Creation of log piles around the pond
 - Developing the pond area further into an educational place
 - Seating
- 18 To consider any correspondence which has not been circulated via email
- 19 AOB
- 20 Future meeting dates
 - Monday 6 September
 - Monday 6 December