

# Honingham Parish Council

## **To Members of the Council**

You are hereby summoned to attend the meeting of Honingham Parish Council which will be held virtually via video conference on Wednesday 10th June 2020 at 7pm.

The Council welcomes the public and press to its meetings. The public and press are able to address the Council during the Public Participation session.

This meeting is taking place via video conference due to the Coronavirus and guidance to stay at home. The meeting will be accessible to the public via [www.zoom.us](http://www.zoom.us) and clicking the 'Join Meeting' button. Enter the following details:

**Meeting ID: 826 6174 8598**

**Password: 154268**

Attendees are advised to allow 5 minutes to join the meeting if you do not already have Zoom installed. Zoom is free to use and can be accessed via a laptop, tablet or smartphone with a camera.

### **AGENDA** (published 5 June 2020)

1. To receive apologies for absence
2. To receive declarations of interest in items on the agenda and requests for dispensation
3. To approve the minutes of the Council meetings held on 13<sup>th</sup> May 2020
4. To report on progress of matters arising from previous meetings – Information only
5. To agree training on Website Accessibility for the Clerk
6. To consider the revised Asset Register
7. To consider and agree the Insurance Policy renewal
8. Finance - To review and approve the bank reconciliation for May 2020 and approve payments for the following;

8.1	NGF Play – Remaining balance for Slide	£3336.48
8.2	Zurich – Annual Insurance Renewal 2020-21	£637.43
8.3	Clerk's Salary & Expenses (May)	£330.39

9. To consider matters in relation to the annual audit for financial year ending 2019-20
  - 9.1. To consider the Internal Auditors report for the financial year ending 31 March 2020 and consider recommendations
  - 9.2. To agree the accounts for the financial year ending 31 March 2020
  - 9.3. To consider whether to exempt the Council from an external audit and if so to authorise the Clerk and Chairman to sign the form
  - 9.4. To consider the assertions on, and complete, the Annual Governance Statement 2019/20 and to authorise the Clerk and Chairman to sign
  - 9.5. To consider and approve the Accounting Statements 2019/20 and to authorise the Chairman to sign.
10. To receive an update and note actions relating to the A47 Taskforce
11. To discuss the future of the Bowls Club
12. Opportunity for Public participation
13. To confirm details of the next meeting – Wednesday 8<sup>th</sup> July via Zoom video conferencing.  
Please note there is no meeting scheduled for August.
14. To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public for the following confidential items:
  - 14.1. To consider the annual increase in the Clerk's salary

