



BUXTED

PARISH COUNCIL

Clerks: Beccy Macklen & Claudine Feltham
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9th June 2020

The Chairman and Members of the Council,

NOTICE OF MEETING

Buxted Parish Council Members are summoned to a Virtual Meeting to be held on Tuesday 16th June 2020 at 7.30pm

MEMBERS OF THE PUBLIC CAN JOIN THE MEETING BY CONTACTING THE CLERK TO THE COUNCIL WHO WILL SEND A LINK AND PASSWORD ENABLING THEM TO JOIN

The public have a right and are welcome to attend and at the discretion of the Chairman, members of the public may ask questions prior to the commencement of the business proper.

AGENDA

- 1 Election of Chairman of the council for the forthcoming year
- 2 Signing of Declaration of Acceptance of Office by the new Chairman
- 3 Election of Vice Chairman of the Council
- 4 Apologies for absence
- 5 Declarations of members' interests in respect of items on this agenda
- 6 Minutes of the 10th March 2020 meeting (previously circulated) to be confirmed and signed
- 7 ESCC/WDC report
- 8 Record of decisions taken by full council via e-mail during the coronavirus pandemic - (circulated with this agenda) to be confirmed and signed as a true record
- 9 For all members of the parish council to acknowledge receipt of the end of year finance documentation as emailed by the Clerk and Responsible Financial Office (RFO) Claudine Feltham on 28th April 2020:
 - Bank reconciliation for current account to 31st March 2020
 - Bank reconciliation for off-site play equipment account to 31st March 2020
 - Bank reconciliation for hall account to 31st March 2020
 - Bank reconciliation for youth council account to 31st March 2020
 - Bank reconciliation for reserves account to 31st March 2020
 - Cash and investment reconciliation to 31st March 2020
 - Ear marked reserves to 31st March 2020
 - Cash and Investment reconciliation to 31st March 2020
 - Summary receipts and payments to 31st March 2020

- Detailed receipts and payments to 31st March 2020
 - Trial balance to 31st March 2020
 - Annual return detail to 31st March 2020
 - Previous years internal audit report
 - Unsigned AGAR documents for year 2019-2020
- 10 Acknowledge receipt of the internal auditors report for 2019-2020
- 11 Annual Governance Statement:
- To review the effectiveness of the system of internal control and prepare and sign Section 1 - Annual Governance Statement 2019-2020 of the Annual Governance and Accountability Return.
- 12 Annual Accounting Statements:
- 12.1 For full parish council to consider the Accounting Statements
 12.2 Resolve that full parish council approve the Accounting Statements
 12.3 For the Chairman to sign the annual Accounting Statements (Section 2 of the Annual Governance and Accountability Return 2019-2020)
- 13 Outstanding matters – For Information Only unless otherwise stated:
- Mobile Phone Coverage
 - Public footpaths – **update of A272 verge cutting in Coopers Green/Buxted**
 - Trees
 - Road Safety
 - Wealden Local Development Framework – Local Plan
 - Property issues –
Dog fouling on parish council recreation grounds
Use of council owned play equipment
Reading Room future plans - update
 - Communications Matters: Website
- 14 Correspondence – as listed and subsequently updated and circulated at the meeting
- 15 Committee meetings
- 16 Finance:
- (i) to ratify April, May and June invoices paid
 - (ii) the bank account reconciliations for April-June will be deferred until the RBS system has been filed for the year end procedures.
 - (iii) Adoption of Employer Discretions under the Local Government Pension Scheme policy update May 2020
- 17 Reports on other meetings attended by members
- 18 Members questions
- 19 Announcements – a) Chairman of the Council; b) Clerk to the Council



R Macklen, Clerk to the Council

Copy to ESCC Cllr R Galley, WDC Cllr Illingworth

Ionides Trust Update

Repairs to fence and padlock missing

Mowing and maintenance maintained as per Recreation Ground