

To: The Members of Shirley Parish Council

You are summoned to the Annual Parish Council Meeting and the Annual Parish Meeting of Shirley Parish Council, followed by an Ordinary Meeting, to be held via Zoom on Monday 3rd May 2021 at 7.30pm.



Sian Bacon
Parish Clerk

27th April 2021

Annual Parish Council Meeting Agenda

AGM 21/01 Apologies for absence

AGM 21/02 Approval of Minutes of the Annual General Meeting held on 13th May 2019

AGM 21/03 General & Burial Accounts for the year ending 31 March 2021 to be circulated for approval

AGM 21/05 Report from the Chair for the year ended 31st March 2021

AGM 21/05 Election of Officers

1. Chair
2. Vice Chair

Annual Parish Meeting Agenda

APM 21/01 Attendees

APM 21/02 To receive any reports from village organisations

APM 21/03 Public Forum – for residents to raise any matters of parish interest.

Ordinary Meeting Agenda

21/01 Apologies for absence

21/02 Public participation

21/03 Declarations of Member's interests

21/04 Approval of Minutes of 8th March 2021

21/05 Matters Arising

21/06 To note the dates of the Public Rights and Publication of the Annual Governance and Accountability Return.

21/07 Annual Audit to approve the Certificate of Exemption 2020/21

21/08 Annual Audit to approve the Annual Governance Statement 2020/21

21/09 Annual Audit to approve the Accounting Statement 2020/21

21/10 Annual Audit to note the internal audit report presented by the Clerk/RFO

21/11 Approval of Asset Register 2021 – Circulated prior to the meeting

21/12 To select and approve the Parish Council Insurance 2020/21

21/13 Authorise payments

- I. J.S. Marriott & Co – Internal Audit Fee - TBC
- II. Eon – Electricity for Telephone Box Defibrillator – £54.93
- III. Parish Council Insurance - TBC
- IV. Information Commissioner’s Office - GDPR Fee - £35
- V. DJ Baker – Mowing - £150.00
- VI. Shirley PCC – Community Space Rent for April & May 2021 - TBC

21/14 Income to Note

- I. DDDC – Parish Council Precept – £6258.00

21/15 Community Space

- I. To approve payment of rent bi monthly for the financial year 2021/22
- II. To discuss the refund offered to the Council due to covid closures for the financial year 2020

21/16 Parish Clerk’s Report of Ongoing Matters

1. Quotes for purchase of a storage unit for college equipment
2. Report on progress of online banking implementation
3. Report on VAT Reclaim – Reclaim of £323.93 was made on the 26th April 2021
4. Report on tree works required for churchyard trees
5. Drains – All problem drains are reported.

21/17 Shirley Sports & Social Association Committee Update

21/18 Pot holes

12/19 Planning (*If any*)

21/20 Churchyard Maintenance Update

21/21 Neighbourhood Watch Update

21/22 Dog Fouling update

21/23 Parish Council Records Update – Missing PC Minutes and Minute Book

21/24 To decide the dates of meetings for 2021/22 - The proposed dates are Monday 13th September 2021, Monday 13th December 2021, Monday 14th March 2022 and Monday 9th May 2022 (APM, APCM followed by an Ordinary Meeting)