

Cratfield Parish Council

To Members of the Council & Parishioners

You are invited by the Chair to attend the

ANNUAL PARISH MEETING

The meeting will be held virtually using the Zoom platform on

Tuesday 4th May 2021 at 8.00pm

Members of the public are welcome to join the meeting, please contact the Clerk via email on cratfieldpc@gmail.com for the link and password.

- 1. To Receive Apologies**
- 2. To approve the Minutes of the Meeting held on Tuesday 14th May 2019 (no meeting in 2020)**
- 3. Matters Arising**
- 4. The Chair's End of Year Report**
- 5. Responsible Financial Officer's End of Year Report**
- 6. District & County Councilors' Yearly Reports**
- 7. To Receive a Report from the Town Estates Charity Trust**
- 8. To Receive Reports and Appoint Representatives to Village Organisations and Appoint Officers**
- 9. To Receive Community Reports**
 - a) Village Hall
 - b) Town Estates Charity Trust
 - c) Neighbourhood Watch
- 10. To Receive Public Questions**

Lottie Barbour

Lottie Barbour

Chair to Cratfield Parish Council

Date: 23rd April 2021

To Members of the Council

You are hereby summoned by the Clerk to attend the next

PARISH COUNCIL MEETING

The meeting will be held virtually using the Zoom platform on

Tuesday 4th May 2021

PUBLIC FORUM

A. County & District Councilors' Reports

Any reports will be circulated separately and placed on the website: <http://cratfield.onesuffolk.net>

B. Parishioners are invited to raise Matters of Concern

Members of the public are welcome to join the meeting, please contact the Clerk via email on cratfieldpc@gmail.com for the link and password.

Cratfield Parish Council

AGENDA

1. To Appoint a Chair
2. To Appoint a Vice Chair
3. To consider Apologies for Absence
4. To record Declarations of Interests and to consider Requests for Dispensation
5. To Approve the Minutes and Decisions from the Meeting held on 9th March 2021
6. Matters Arising from the Minutes above and not on the Agenda
7. Finance
 - a) To approve the End of Year Balance Sheet 2020/21
 - b) To approve the Internal Auditor's Report for 2020/21
Clerk's comment: If the Internal Auditor's report is approved CPC can apply for an exemption to having a (paid for) External Audit.
 - c) To Agree to a Certificate of Exemption from a Limited Assurance Review and the Annual Audit Return Sections 1 & 2
 - d) To appoint the Internal Auditor for 2021-22
 - e) To receive the Financial & Budget Reports and Approve Income & Expenditure (*circulated prior to meeting*)
8. Village Matters
 - a) Play Area Maintenance
 - New Bus/Play Area Shelter Landscaping - update
 - b) Village Maintenance
 - Signposts
 - c) Village Matters
 - Neighbourhood Watch
 - d) Millennium Meadow
 - Management Plan update
 - e) Village Sign Maintenance – update
 - f) Defibrillator Battery & Pads Check - update
9. Correspondence (*emails are circulated as received*)
10. Any Other Business (*For discussion only – the Council cannot make decisions on these items*)
11. Items for next Agenda
12. To confirm the Next Meeting Dates:
 - Tuesday 13th July 2021 at 7.30pm
 - Tuesday 14th September 2021 at 7.30pm
 - Tuesday 9th November 2021 at 7.30pm

S.G. Chapman Sally Chapman

Clerk to Cratfield Parish Council

Date: 23rd April 2021