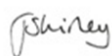


LONGFORD PARISH COUNCIL

Email: longfordpc@outlook.com ~ Tel: 07759 118922

I hereby give notice that a meeting of Longford Parish Council will be held on Tuesday 6th April 2021 at 7.30pm by remote attendance via video conference.

Members of the Council are hereby summoned to attend for the purpose of transacting the business as set out below. All residents of the Parish are welcome to attend and a period of time is set aside for members of the public to raise questions.



Mrs J Shirley, Clerk to Longford Parish Council
30th March 2021

To join the Zoom Meeting, click the following link:

[Longford PC Meeting](#)

Meeting ID: 874 8986 9608

Passcode: 036040

AGENDA

1. To note attendance and apologies for absence
2. To receive declarations of interest in items on the agenda
3. To approve the minutes of the meeting held on 2nd March 2021.
4. To review outstanding actions from previous meeting.

The meeting may be adjourned at this point for members of the Public to speak. (10 mins max)

Members of the public are welcome to speak at this point of the meeting regarding any matter on the agenda or any items they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session. Members of the public are not permitted to address the meeting once the public session is concluded.

5. Finance / Procedures (30 mins)

- 5.1 To receive the bank reconciliation and budget versus spend reports for March 2021.
- 5.2 To receive the internal auditor report and consider the recommendations.
- 5.3 To approve the Annual Governance Statement (section 1) for 2020/21
- 5.4 To approve the Annual Accounting Statements (section 2) for 2020/21
- 5.5 To approve the year-end balance sheet for 2020/21
- 5.6 To certify that during the financial year 2020/21, the higher of the council's gross income for the year or gross annual expenditure for the year did not exceed £25,000, and therefore exempt from the limited assurance review (external audit).
- 5.7 To note that the pension re-declaration of compliance was completed on 16th March 2021.
- 5.8 To note that the Clerk's annual appraisal has been completed in March 2021.
- 5.9 To consider contributing to the financial cost of the Clerk's attendance at the SLCC National Conference in October 2021 (total cost £499+VAT).
- 5.10 To consider supporting the Clerk in the Public Leadership & Management MA.
- 5.11 To review the Council's Asset Register.
- 5.12 To consider the grant application from Longford Village Hall.
- 5.13 To ratify the accounts for payment:

Invoice Date	Payee	Net	VAT	Gross	Budget
30/03/21	Salaries March 2021	£441.19	£0	£441.39	Admin
25/03/21	Gloucestershire Association of Parish & Town Councils – Audit fee	£175.00	£0	£175.00	Audit
01/04/21	Gloucestershire Association of Parish & Town Councils – annual subs	£426.86	£0	£426.86	Admin
02/03/21	BJ Unwin Forestry Consultancy Ltd	£300.00	£60.00	£360.00	P&OS
17/03/21	PATA UK	£23.85	£0	£23.85	Admin
05/04/21	HMRC	£331.00	£0	£331.00	Admin
				£1758.10	

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- 6. Parks and Open Spaces** (10 mins)
- 6.1 To receive an update on community views regarding the open space on Sivell Close
- 6.2 To approve the annual Allotment Competition and agree arrangements.
- 7. To consider and agree in principle to the Longford Village Hall improvement plans.** (10 mins)
- 8. To receive reports for information:** (15 mins)
- Allotments
 - Finance
 - Highways
 - Personnel
 - Play Park & Playing Field
 - Village Hall Committee
 - Village Hall Working Group.

Notice: The next meeting of Longford Parish Council to be held via video conference on Tuesday 4th May. The Annual Parish Meeting will also be held via video conference on Tuesday 4th May with a face to face meeting later in the year once COVID restrictions allow.