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|  | **Members of Sproughton Parish Council are hereby summoned to attend the Annual Parish Council Meeting to be held via Zoom on Wednesday 5th May 2021 at 7:30pm to transact the business as set out below.**  Due to Covid-19 isolation requirements the meeting will be held via the audio-video conferencing application Zoom. If you would like to dial-in please email the Clerk on SproughtonPC@gmail.com  **AGENDA:**   1. **ELECTION OF CHAIR** 2. **DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIR** 3. **ELECTION OF VICE CHAIR** 4. **OPENING INCLUDING PUBLIC FORUM** 5. **APOLOGIES** 6. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA** 7. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST** 8. **MINUTES**    1. Councillors to consider and approve the minutes of the Parish Council meeting held on 22nd April 2021.    2. Review of actions from previous minutes 9. **ACTIONS & PROJECTS**   9.1 Review Delegation of power to the clerk.  9.2 Review TOR for the following committees Beer Festival, Burial Ground, Finance, HR and Planning.  9.3 To confirm and re-elect committee members  9.4 Review and adopt standing orders  9.5 Review and adopt financial regulations  9.6 Review and agree Internal control statement  9.7 Review of Asset register.  9.8 Review of Policies  9.9 To agree meetings for 21/22  9.10 To agree and appoint tree warden.   1. **FINANCE**    1. Monthly Payments – Councillors to approve this month’s payments:    2. Bank Reconciliation    3. Review and approve Year end accounts 20/21 2. **COVID-19** 3. **BURIAL GROUND** 4. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**    1. Tithe Barn    2. Allotments    3. Community Shop    4. Playing Field Management Committee    5. Children’s Play Area 5. **TO AGREE TIME, DATE AND PLACE OF NEXT PARISH COUNCIL MEETING** 6. **ITEMS FOR NEXT MEETING** 7. **AOB** 8. **CLOSE OF MEETING**   Kirsty Webber  Kirsty Webber, Clerk, Sproughton Parish Council |  |