

SEBERGHAM PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 07456 467420;
Email: clerk@seberghamwelton.org.uk

Dear Councillor

You are summoned to attend the meeting of Sebergham Parish Council to be held on Wednesday 5 May 2021 at 6pm in the below virtual meeting room to transact the business contained in the attached agenda.

Meeting Room Location and Joining Details:

Virtual Meeting Room:

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/123487301>

You can also dial in using your phone.
United Kingdom: +44 20 3713 5011
Access Code: 123-487-301

Please ensure with any personal IT used, that your anti-virus software and computer has been updated fully as no liability will be accepted by the Council for any malicious acts/viruses etc. when using this third-party system.

Telephone charges are dependent on your telephone contract (i.e. if you have inclusive minutes within your contract). Please note that Sebergham Parish Council accept no responsibility or liability for any charges incurred by any attendee joining this call.

Kind Regards



Rachael Kelly - Clerk to Sebergham Parish Council – 18 April 2021

SEBERGHAM PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 07456 467420;
Email: clerk@seberghamwelton.org.uk

AGENDA

The meeting may be recorded for the purpose of minute taking and the recording will be disposed of within 24 hours.

| 01/2021 | <i>Election of Chairman</i> | | | | | | | | |
|----------------|---|-------------|-------|-------------|-------|--|--|--|--|
| 02/2021 | Election of Vice Chairman | | | | | | | | |
| 03/2021 | Signing of declaration of office by the Chair & Vice Chair | | | | | | | | |
| 04/2021 | Apologies To receive and accept apologies and note the reasons for absence. | | | | | | | | |
| 05/2021 | Minutes of last Parish Council meeting To authorise the Chairman to sign, as a correct record, the minutes of the Parish Council Meeting held on 4 March 2021 (<i>previously circulated</i>) | | | | | | | | |
| 06/2021 | Declarations of Interest/requests for dispensation a. Register of Interests: Councillors are reminded of the need to update their register of interests b. To declare any personal interests in items on the agenda and their nature c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items) d. To make any requests for dispensation | | | | | | | | |
| 07/2021 | Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960) To decide whether there are any items of business which require exclusion of the press and public | | | | | | | | |
| 07/2021 | Public Participation To receive previously notified written public questions - Members of the public who wish to submit written representation are requested to contact the Parish Clerk not later than noon on the Friday preceding the meeting. Your request should outline the question you will be raising. This is at the Chairman's discretion and no decisions can be made on items brought to the attention of SPC under this item. | | | | | | | | |
| 08/2021 | Policies To consider the below policies for adoption (no changes have been made from those adopted in 2020) Financial Regulations Asset Register Code of Conduct Complaints Procedure Freedom of Information Policy & Publications Scheme Risk Management Policy & Protocol Data Protection Policy Health & Safety Policy Equality and Diversity Policy Disciplinary and Grievance Procedure Standing Orders Serious Infectious Disease Policy - New policy | | | | | | | | |
| 09/2021 | Parish Councillor Vacancy To note that there are still vacancies on the parish council. | | | | | | | | |
| 13/2021 | Financial Matters To consider & authorise the below payments: | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Date</th> <th style="width: 30%;">PAYEE</th> <th style="width: 20%;">Budget line</th> <th style="width: 30%;">Value</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Date | PAYEE | Budget line | Value | | | | |
| Date | PAYEE | Budget line | Value | | | | | | |
| | | | | | | | | | |

SEBERGHAM PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 07456 467420;
Email:clerk@seberghamwelton.org.uk

| | | | | | |
|----------------|---|----------|----------------|----------|--|
| | 03/05/2021 | R Kelly | Expenses | £ 109.85 | |
| | 03/05/2021 | R Carter | Internal Audit | £ 50.00 | |
| | 03/05/2021 | HMRC | Salary | £ 19.40 | |
| | 03/05/2021 | BHIB | Insurance | £ 216.00 | |
| | 03/05/2021 | CALC | Subscription | £ 142.29 | |
| | To note the cash book to date To discuss the audit and authorise the Chairman to sign the Exemption Certificate, Annual Governance Statement and the accounting statements, and to note the comments of the internal auditor | | | | |
| 14/2021 | Date of next meeting – the next meeting is TBC | | | | |

SEBERGHAM PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 07456 467420;
Email:clerk@seberghamwelton.org.uk

Dear Parishioner

You are invited to attend the Annual meeting of Sebergham Parish to be held on Wednesday 5 May 2021 at 6pm in the below virtual meeting room to transact the business contained in the attached agenda.

Meeting Room Location and Joining Details:

Virtual Meeting Room:

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/123487301>

You can also dial in using your phone.
United Kingdom: +44 20 3713 5011
Access Code: 123-487-301

Please ensure with any personal IT used, that your anti-virus software and computer has been updated fully as no liability will be accepted by the Council for any malicious acts/viruses etc. when using this third-party system.

Telephone charges are dependent on your telephone contract (i.e. if you have inclusive minutes within your contract). Please note that Sebergham Parish Council accept no responsibility or liability for any charges incurred by any attendee joining this call.

Kind Regards



Rachael Kelly - Clerk to Sebergham Parish Council – 18 April 2021

AGENDA

The meeting may be recorded for the purpose of minute taking and the recording will be disposed of within 24 hours.

| | |
|-------------|---|
| APM1 | Apologies To receive apologies and note reasons for absence |
| APM2 | Minutes To authorise the Chairperson to sign the minutes of the previous parish meeting |
| APM3 | Chairman's Report To receive a report from the Parish Council Chairman for 2019-2021 |
| APM4 | Open question time |