



Three Saints South Elmham Parish Council

All Saints & St. Nicholas, St. Michael and St. Peter South Elmham

To members of the Council & Parishioners

You are invited by the Chair to attend the next

ANNUAL PARISH MEETING

The meeting will be held virtually using the Zoom platform on

Wednesday 5th May 2021 – 7.30pm

Members of the public are welcome to join the meeting please contact the Parish Clerk by email on threesaintssouthelmhampc@gmail.com or telephone 01379 855486 for the link.

1. **Chair's Welcome**
2. **Apologies**
3. **To approve the Minutes of the Meeting held on 15th May 2019**
(no meeting held in 2020. Doc. 1)
4. **Matters Arising**
5. **Chair's End of Year Report**
6. **Responsible Financial Officer's End of Year Report** *(Doc. 2 & 3)*
7. **County & District Councillors End of Year Reports**
8. **To receive Community Reports**
9. **Public Questions**

John Flatt *John Flatt*

Date 26th April 2021

Chair to Three Saints South Elmham Parish Council

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

Wednesday 5th May 2021

PUBLIC FORUM

- A. **To receive reports from the District and County Councillor**
*Reports will be emailed separately and placed on the website:
<http://threesaintssouthelmham.onesuffolk.net>*
- B. **Public Forum – for Members of the Public**
Members of the public are welcome to join the meeting please contact the Parish Clerk by email on threesaintssouthelmhampc@gmail.com or telephone 01379 855486 for the link.

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 of the Meeting held on 10th March 2021 (Doc. 4)
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 (as above - Doc.2)
 - b) To approve the Internal Auditor's Report for 2020/21 (Doc.5)
Clerk's comment: If the Internal Auditor's report is approved TSPC can apply for an exemption to having a (paid for) External Audit.
 - c) To agree a Certificate of Exemption from a Limited Assurance Review and the Annual Audit Return Sections 1 & 2 (Doc.6)
 - d) To appoint the Internal Auditor for 2021-22
 - e) To receive the current Financial & Budget Reports and Approve Income & Expenditure (Doc. 7 & 8)
8. Planning Applications and Decisions
 - Applications
None
 - Decisions
None
9. Villages Maintenance
 - a) Tree & Common Maintenance
- St. Michael's Common and All Saints Schoolhouse, St Nicholas Lane – dead tree update
 - b) Other Issues
10. Correspondence
 - a) EAAA Thank you letter.
11. AOB (For discussion only – the Council cannot make decisions on these items unless on the agenda)
12. To receive items for the next Agenda
13. To confirm the Next Meeting Dates:
 - Wednesday 14th July 2021 at 7.30pm
 - Wednesday 15th September 2021 at 7.30pm
 - Wednesday 10th November 2021 at 7.30pm

Sally Chapman *S. G. Chapman*

Clerk to Three Saints South Elmham Parish Council

Date 26th April 2021