



Councillors are hereby summoned to attend a remote Annual Parish Council Meeting of East Dean and Friston Parish Council to be held on Thursday 6th May 2021, commencing at 6.30 pm.

Members of the public and press have a right and are welcome to obtain observer access to remote meetings of the Council and to submit items to be raised during the Public Session. Submissions to the public session (of no more than 350 words) should be sent in writing to the Parish Clerk, clerk@edfparishcouncil.org.uk no less than 24 hours before the meeting, and may be read out by the submitter, their representative, or in the absence of either of these the Chairman during the public session.

Entry will be via a virtual waiting room 15 minutes prior to the start using a PC, Mac, iPad, iPhone or Android device. One-click link is below:

<https://us02web.zoom.us/j/87810310117?pwd=UExLc3hsc2l3eC84QjRuYUN4UT09>

The Meeting ID is 878 1031 0117 and the Passcode is 889569
For instructions on joining by phone, please contact the clerk.

Meetings may be recorded.

Katrina Larkin
Clerk to the Council
29 April 2021

AGENDA

Public Session

Council Session

1. Appointment of Chair
2. Appointment of Vice Chair
3. Acceptance of apologies for absence
4. Declarations of Interest*
5. Approval of the Minutes – to confirm and sign the minutes of the parish council meeting held remotely on 01 April 2021
6. Report of the District Councillor

FOR DECISION:

7. **Business in Progress (Report Item 7)**
 - a) To note a report by the Clerk on progress made since the April meeting

- b) To approve giving authority to the Admin Officer to make payments online in the absence of the parish clerk.
- c) To countersign the amended Cricket Club Hire Agreement 2021
- d) To approve two other proposed hires of the pavilion for one-off events
- e) To formally approve the renewal of the council's Council Guard insurance policy for the year from 01 June 2021
- f) To authorise informal remote meetings of councillors to make Planning Application recommendations to the SDNPA on behalf of the council until such time as either remote Planning Committee meetings are permitted or physical meetings may resume.

8. Final Accounts/ Annual Governance and Accountability Return 2021 (Report Item 8)

- a) To review and approve the draft Final Accounts 2020/21 (Report Item 8a)
- b) To formally confirm the effectiveness of the council's Internal Audit regime for the year 2020/21 (previously circulated in Annex B to the Progress Report for the meeting on 1 April 2021)
- c) To consider a report responding to the requirements of an Intermediate Level Review by the External Auditor, including approval of the Annual Governance Statement 2021 (Report Item 8(c))
- d) To consider and approve the Annual Accounting Statements 2021, with supporting end of year bank reconciliation and Explanation of Variances (Report Item 8(d))
- e) To consider and take note of the report of the Internal Auditor 2021 (Report Item 8 (e))
- f) To approve the suggested period from Monday 14 June to Friday 23 July 2020 for the exercise of electors' rights in relation to the Unaudited Annual Return (Report Item 8 (f))

9. Repairs at the play area (Report Item 9)

To authorise the clerk to order essential repairs at a cost which may exceed the play area budget for this financial year

10. National Association of Local Councils: Consultation on Electronic Communications Infrastructure

To consider responding to a consultation on **NALC report PC4-21 (attached)**

11. Payments and Receipts (Report Item 11)

To approve payments for May 2021 and note receipts for April 2021

FOR NOTING:

12. Urgent Items not on the Agenda which the Chair is of the opinion should be considered as a matter of urgency but not decision.

13. Reports:

- a) Chair of the Council

- b) Planning Committee - to note the draft minutes of the remote committee meeting held on 20 April 2021 (attached)
- c) Finance – to note the Budget Monitoring Report for Month 1, 2021/22 (to follow)
- d) Traffic Management Working Group
- e) Rights of Way and Recreation Ground
- f) Environment
- g) Cuckmere Buses – to note the minutes of the Stakeholders’ Meeting and the Annual General Meeting, both held on 12 April 2021 (attached)

14. **Correspondence (Report Item 14)**

To note a report by the clerk on correspondence received

15. **Date of next meeting: To be confirmed – provisionally an informal meeting to be held by remote means on Thursday 3rd June 2021 at 6.30 pm**

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- * **Declarations of Interests** – Councillors are reminded to make any declarations of Disclosable Pecuniary Interests or other Interests that they may have in relation to items on this Agenda. Notice should be given at this point in the Meeting of any intended declaration. The nature of the interest should be declared at the commencement of the item or when the interest becomes apparent. Members should remember to advise The Clerk of any changes to their declared interests, as they arise.