

ANNUAL MEETING

Duston Parish Council Duston Community Centre Pendle Road Duston Northampton NN5 6DT

13th May 2021

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council in Duston Community Centre, Pendle Road, Duston, NN5 6DT on **Thursday 20th May 2020** 4pm when the following business will be transacted.

AGENDA

- 1. Election of Chairman of the Council
 - To elect a Chairman of the Council for the ensuing municipal year
- 2. Declaration of Acceptance of Office
 - To receive the Chairman's Declaration of Acceptance of Office
- 3. Election of Vice Chairman
 - To elect a Vice Chairman of the Council for the ensuing municipal year.
- 4. Apologies for Absence
- 5. To receive and approve the minutes of the meeting held on 28th May 2020 (APPENDIX A)

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.duston-pc.gov.uk

Tel: 01604 583626

Email: office@duston-pc.gov.uk

Web: www.duston-pc.gov.uk
@DustonPC @Duston_PC

6. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

7. Annual Calendar of Meetings

That Council meets once each month in 2021/22

8. Appointment of Standing Committees

 To approve the appointment of Chairman and Vice-Chairman to the council's standing committees.

9. Subscription to National Association of Local Councils

To approve the renewal of annual NALC/NCALC subscription 2021/22.

10. Declaration of Eligibility to Exercise the General Power of Competence

 To resolve that Council meets the eligibility to exercise the general power of competence as required under the Localism Act 2011.

Justin Gleich

Signed on original

Clerk to Duston Parish Council





Duston Parish Council Duston Community Centre Pendle Road Duston Northampton NN5 6DT

ANNUAL COUNCIL

MINUTES 28th May 2020

PRESENT: Cllrs Patel, Pape. Bottwood, Huffadine-Smith, Ingram, Pepper, Maitland, Clarke

IN ATTENDANCE:

Justin Gleich – Parish Clerk Gary Youens – Deputy Parish Clerk

- 1. One Minute Silence in Memory of Cllr John Caswell
- 2. Election of the Chairman of the Council
 - Council resolved to appoint Clir Pape as Chairman of the Council for 2020/21
- 3. Declaration of Acceptance of Office
 - Cllr Pape signed the declaration of acceptance of office
- 4. Election of Vice Chairman
 - Council resolved to appoint Cllr Ingram as Vice Chairman of the Council for 2020/21
- 5. Apologies for Absence
 - Clirs Nish and Golby.
- 6. To receive and approve the minutes of the meeting held on 16th May 2019
 - · Council resolved to approve the minutes

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- 7. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda
 - There were none
- 8. Public Participation Session
 - There were no public speakers
- 9. Annual Calendar of Meetings
 - Council resolved to approve the annual calendar of meetings with the addition of 11th June 2020, (APPENDIX B)
- 10. Appointment to Standing Committees
 - Council resolved to appoint Clir Ingram as Chairman of the Planning Committee and Clir Pepper as Vice Chairman.
- 11. Subscription to Nation Association of Local Councils
 - Council resolved to approve membership renewal for 2020/21 at a cost of £4,247.02
- 12. Report of the Internal Auditor 2019/20

Council resolved to:

- a. Approve the Report of the Internal Auditor for 2019/20 (APPENDIX C)
- b. Agree the scope of Internal Audit remains appropriate
- c. Agree that the Internal Audit regime is effective
- 13. End of Year Accounts 2019/20

Council resolved to:

- a. Approve the Annual Return and Governance Statement 2019/20 (APPENDIX D)
- b. Approve the End of Year Accounts 2019/20 (APPENDIX E)

14. Asset Register

- Council resolved to approve the asset register 2019/20 (APPENDIX F)
- 15. Bank Reconciliations February and March 2020

Council resolved to:

- a. Approve bank reconciliations for February 2020 (APPENDIX G)
- b. Approve bank reconciliations for March 2020 (APPENDIX H)

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16. Invoice Payments February and March 2020

Council resolved to:

- a. Approve invoice payments for February 2020 (APPENDIX I)
- b. Approve invoice payments for March 2020 (APPENDIX J)

17. Report of the Internal Controls Councillor

 Council received the report of the Internal Controls Councillor for the last financial quarter of 2019/20 (APPENDIX K)



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