



**DUSTON PARISH COUNCIL**

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

**ANNUAL MEETING**

13<sup>th</sup> 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 20<sup>th</sup> May 2020 4pm** when the following business will be transacted.

2021

**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.

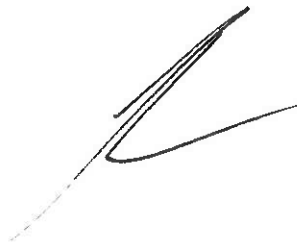
**4. Apologies for Absence**

**5. To receive and approve the minutes of the meeting held on 28<sup>th</sup> 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](http://www.duston-pc.gov.uk)

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**

APPENDIX A

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

**ANNUAL COUNCIL**

**MINUTES 28<sup>th</sup> 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 Cllr 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**
  - Cllrs Nish and Golby.
- 6. To receive and approve the minutes of the meeting held on 16<sup>th</sup> May 2019**
  - Council resolved to approve the minutes



**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 11<sup>th</sup> June 2020. (APPENDIX B)

**10. Appointment to Standing Committees**

- Council resolved to appoint Cllr Ingram as Chairman of the Planning Committee and Cllr 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)



**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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