

**All Parish Councillors are duly summoned to attend
the Annual Meeting of Houghton Parish Council to be held
on Tuesday 4th May 2021 at 19.30
Place: *Due to Covid 19 restrictions this meeting will be held
via a videoconference call using the Zoom platform* <https://zoom.us/join>
Meeting ID: 813 4465 9286 Passcode: 579069**

Members of the public and press are welcome to attend the meeting. Members of the public who wish to raise questions or comment on any item on the agenda are asked to send their question/comment in advance to the Clerk, by Friday 30th April 2021.

AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Chairman's Welcome**
- 4. Apologies for Absence**
- 5. Declarations of Interest**
 - a) To declare any amendments required to Cllrs' Register of Interests form.
 - b) To declare an interest in any items of business on this agenda.
- 6. To agree the accuracy of the minutes of the meetings held on:**
 - a) 9th March 2021 – Full Council Meeting
 - b) 30th March 2021 – Extraordinary Meeting
- 7. Actions/Updates - To note actions and updates already circulated and receive further updates.**
- 8. Borough and County Councillor Reports**

To receive Borough and County Cllr reports.
- 9. Planning - To propose a response to be submitted to TVBC in relation to the following planning applications:**
 - a) 21/00993/TREES - T1- Ash- Fell - The Old School House, Church Lane, Houghton.
 - b) 21/00946/LBWS - Undertake repair and restoration works to the windows and window cills - Bossington Mill, Horsebridge Road, Houghton.
 - c) 21/01083/FULLS - Erection of replacement extension adjoining coach house and conversion to form annexe to main house - Testwood House, Horsebridge Road, Houghton.
- 10. Finance**
 - a) To propose acceptance of the financial statements for the periods 1st to 31st March and 1st to 30th April 2021.
 - b) To approve the Annual Statement of Accounts for 2020/21.
 - c) To consider the funding request from the Village Hall Committee for £600.00
 - d) To approve the Schedule of Payments.
- 11. Insurance**

To approve the renewal of the 3 year long term agreement, due on 1st June 2021, and approve the cost.
- 12. Cllrs to review, revise and adopt the following Council policies and documents:**

To be reviewed, amended, if required and adopted:
Standing Orders, Internal Control Procedures, Financial Regulations, Risk Assessments and Management Schedule, Members' Code of Conduct, Scheme of Delegation, Register of Assets. Recording, Photography & use of Social Media, Freedom of Information and Data Protection Legislation, Employment Policies, Complaints Procedure, Media Policy.
- 13. Internal Audit Report**

To receive the Internal Audit Report 2020/21.
- 14. Annual Governance and Accountability Return 2020/21**
 - a) To approve the Annual Governance Statement for 2020/21.
 - b) To approve the Accounting Statements for 2020/21.
 - c) To agree the dates for the Period for the Exercise of Public Rights - 14 June to 23 July 2021.
- 15. CCTV Project**

To receive an update.
- 16. Annual Parish Assembly**

To discuss possible arrangements
- 17. Next Meeting**

Full Council Meeting – Tuesday 6th July 2020 – 7.30pm - venue to be confirmed.