




STAPLETON AND CLEASBY PARISH COUNCIL

Dear Councillor,

You are summonsed to attend the **Annual General Meeting of Stapleton and Cleasby Parish Council** to be held on **Wednesday 2nd December 2020** commencing at **7.30pm**. An ordinary meeting of Stapleton and Cleasby Parish Council will commence immediately following the completion of the AGM. The Agenda for both meetings is below.

This meeting will go ahead if government guidelines allow, please see <https://www.gov.uk/coronavirus> for more information.

Covid-19 Guidance	
There are three simple actions we must all do to keep on protecting each other	
	Wash hands keep washing your hands regularly
	Cover face wear a face covering in enclosed spaces
	Make space stay at least 2 metres apart - or 1 metre with a face covering or other precautions
Please wash and sanitise your hands on entry to the hall. A track and trace system will be in place. Your name and contact number will be required.	

Yours sincerely

Gill O'Driscoll – Clerk

ANNUAL PARISH MEETING **AGENDA**

1. Apologies for Absence
2. Declarations of Interest
3. Election of Chairman
4. Election of Vice Chairman
5. Election/Appointment of Responsible Financial Officer
6. Declaration of Acceptance of Office
7. Chairman's Annual Report 2019/2020
8. Treasurer's Annual Report 2019/2020 and ratify financial matters:
 - a) Bank account balances/reconciliation
 - b) Report from the internal auditor
 - c) Annual accounting statement (AGAR) and the Certificate of Exemption
 - d) Notice of Public Rights
 - e) Asset Register
9. To review governance documents:
 - a) Standing Orders

STAPLETON AND CLEASBY PARISH COUNCIL

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Chalice Cottage, Caldwell, Richmond, North Yorkshire, DL11 7QF




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- b) Publication Scheme
 - c) Code of Conduct
 - d) Risk Assessment and Management
10. Agree Meeting dates for 2021-2022

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ORDINARY PARISH MEETING AGENDA

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1. To receive and note apologies for absence
2. To receive Declarations of Interest
3. To approve the minutes of the meeting held on 4th December 2019
4. To discuss any matters arising from minutes dated 4th December 2019
 - a. Matrix board
 - b. Defibrillator
5. To receive report from District and County Councillors
6. To receive report from North Yorkshire Police
7. To consider financial matters:
 - a. Bank account balances/reconciliation
 - b. To note receipt of annual precept and agree precept for 2021
 - c. To agree and ratify payments
8. Parish Council Vacancies (2 – Stapleton)
9. Correspondence
10. Grass cutting quotation
11. Planning
 - Newton Lodge Newton Morrell Stapleton Richmond North Yorkshire DL10 6HQ - Ref. No: 20/00694/FULL | Validated: Thu 01 Oct 2020 | Status: Awaiting decision
 - High Bank Nursery High Bank Farm Cleasby Road Stapleton Darlington North Yorkshire DL2 2QE Ref. No: 20/00503/FULL | Validated: Mon 13 Jul 2020 | Status: Decided
 - Stapleton Grange Strawgate Lane Stapleton Darlington North Yorkshire DL2 2QW Ref. No: 20/00445/APDN | Validated: Thu 04 Jun 2020 | Status: Decided
 - Land Off Moor Lane Cleasby North Yorkshire Ref. No: 20/00319/FULL | Validated: Sun 03 May 2020 | Status: Decided
12. Stapleton Village Green

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13. Any Other Business
14. Questions from the public
15. Date and time of next meeting