



NAVENBY

At the Heart of
the Lincolnshire
Cliffe Villages

The Venue, Grantham Road, Navenby, Lincoln LN5 0JJ
office@navenbypc.org.uk
Vice Chairman: Ken Gunning
Clerk: Susan Letham
Tel: 01522 811132

Dear Councillor

You are hereby summoned to join an **Annual Meeting** of Navenby with Skinnand Parish Council to be conducted via VIDEO LINK (ZOOM), on **Tuesday 4 May 2021 at 7.00pm**.

AGENDA

1. **Election of Chairman** – to elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office.
2. **Election of Vice Chairman** – to elect the Vice Chairman of the Council and to receive the Vice Chairman’s Declaration of Acceptance of Office.
3. **Election of Finance Officer** – to elect Finance Officer to oversee accounts.
4. **To receive Declarations of Acceptance of Office & and update Members’ Disclosable Pecuniary and other interests** of all Parish Councillors.
5. **Apologies for Absence** - to receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting. And, in accordance with the requirements of the Localism Act 2011, consider any applications for dispensations in relation to pecuniary and/or prejudicial beneficial interests.
6. **To approve and accept:** Calendar of Meetings for the forthcoming year.
7. **To approve and accept:** The Insurance Policy and resolve to pay the Premium at the Parish Council meeting following the Annual meeting.
8. **To elect members to hold the following Portfolios:**
 - . CEMETERY
 - . HIGHWAYS
 - . YOUTH CLUB (ACTS)
 - . NAVENBY CAR SCHEME
 - . PLAY AREAS
 - . SCHOOL HOUSE TRUST
 - . CLIFF CLUSTER
 - . LIBRARY
 - . WEBSITE/IT
 - . VENUE TRUSTEE CHAIRMAN
 - . COMMUNITY WELLBEING
 - . SPEED INDICATOR DEVICE (SID)
 - . DEFIBRILLATORS
 - . STREET LAMPS
9. **FINANCE**
 - a. To read out, fill in and sign Section 1 – Annual Governance and Accountability Return (AGAR) 2020/2021.
 - b. To accept and sign Section 2 – Accounting Statement 2020/2021 of the AGAR
 - c. To accept Statement of Accounts and authorise the Chairman to sign them.
10. **To commence monthly Parish Council meeting.**

Signed: **Susan Letham** (Parish Clerk)

Date: 29 April 2021