

**The Annual Meeting of the Overbury and Conderton Parish Council  
will take place at 6.30pm on Tuesday 22 June 2021  
at Overbury Village Hall**

You are duly required to attend the Meeting of the Overbury and Conderton Parish Council.

**A G E N D A**

*Note: DECLARATIONS OF ACCEPTANCE OF OFFICE TO BE SIGNED BY ALL COUNCILLORS BEFORE START OF MEETING.*

1. ELECTION OF CHAIRMAN and Signing of Declaration of Office by Chairman
2. APOLOGIES FOR ABSENCE
3. ELECTION OF VICE CHAIRMAN
4. DECLARATIONS OF INTEREST
  - (a) Register of Disclosable Pecuniary Interests: Councillors are reminded of the need to complete/update their registers of interests.
  - (b) To declare any Personal interests in items on the agenda and their nature
  - (c) To declare any Prejudicial interests in items on the agenda and their nature
  - (d) Written requests for the Council to grant a dispensation are to be with the Clerk at least four days prior to a meeting.Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4) of the Code of Conduct, must leave the room for the relevant items.
5. To review:
  - (i) the Council's Financial Management to ensure effective control during the year including budgeting, accounting records, bank reconciliations.
  - (ii) the Council's compliance with laws, regulations and proper practices.
  - (iii) the Council's proper provision of the opportunity for the exercise of electors' rights during the year according to the Accounts and Audit Regulations.
  - (iv) Assessment of the risks facing the Parish Council and adequacy of the external insurance cover.
6. Appointment of Councillors to represent the Parish Council on the following organisations:
  - (i) Overbury Village Hall Management Committee; (ii) Bredon Hill Conservation Group
7. TO APPROVE THE MINUTES OF THE MEETING held on 17 May 2021- **circulated with meeting papers**
8. PROGRESS REPORTS - no further developments since the previous meeting.
9. FINANCE

**Copies of the following documents are circulated with meeting papers for consideration prior to approval and signature at the meeting:**

  - (i) Internal Auditor's Report completed on 15 June
  - (ii) Year end Bank Reconciliation
  - (iii) Excel sheet for actual year end receipts and payments years 16/17 to 20/21
  - (iv) Certificate of Exemption from limited assurance review
  - (v) Annual Governance Statement
  - (vi) Accounts Statements for 2020/21
  - (vii) Explanation of Variances in Accounts for year 2019/20 and 2020/21
  - (viii) Asset Register
  - (ix) Notice of Public Rights and publication of Annual Governance and Accountability Return.
10. CLERK'S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING
11. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA
12. DATE OF NEXT MEETING

*Ros Long*

*18 June 2021*

Signed: ..... Date: .....  
R.S. Long/Clerk to the Parish Council