

**COATES PARISH COUNCIL**  
**AGENDA: ANNUAL MEETING of the COUNCIL**

**Chairman for this meeting: Richard Harrison**

MEETING TO BE HELD ON WEDNESDAY 5 May 2021 at 7.30 via **ZOOM VIDEO CONFERENCE SERVICE**

No.	Item	Lead	Action Required
1.	<b>ELECTIONS</b> <ul style="list-style-type: none"> <li>• Chair's Declaration of Acceptance of Office</li> <li>• Councillors Declaration of Acceptance of Office</li> </ul>	Chair	Acceptance of Office
2.	<b>APOLOGIES</b>	Clerk	Update
3.	<b>REGISTER OF MEMBER INTERESTS</b> Councillors to provide Clerk with completed Register of Member Interest forms in order that these can be forwarded to CDC within 28 day deadline	Clerk	Completion of Register of Member Interests
4.	<b>MINUTES OF THE LAST MEETING 1 March 2021</b> <ol style="list-style-type: none"> <li>1. Minutes to be signed</li> </ol>	Chair	Approval
5.	<b>BATHURST ESTATE OFFICE</b> <ul style="list-style-type: none"> <li>• Tunnel House</li> <li>• Future housing in Coates</li> </ul>	Peter Clegg & Kirsty Peploe	Information
6.	<b>ACTION POINTS FROM LAST MEETING</b> <ul style="list-style-type: none"> <li>• Cricket field</li> </ul>	Chair/ Councillors	Information/ Action
7.	<b>FINANCIALS</b> <p>Outstanding invoices 2020-2021</p> <ul style="list-style-type: none"> <li>• Zoom invoice 7.3.2021-16.4.2021 £14.39</li> <li>• Printer cartridge Oct.2020 £19.89</li> <li>• Printing of Victory Green leaflet £65.64</li> <li>• Approval of year-end Accounts April 2020-March 2021</li> <li>• Approval of spend against budget variance April 2020-March 2021</li> </ul> <p><b>Details of Recent Invoices:</b></p> <ul style="list-style-type: none"> <li>• Clerk's salary and expenses covering 1.3.2021 – 30.4.2021 £270.64</li> <li>• Home Working allowance 9 weeks £54</li> <li>• HMRC – PAYE £67.60</li> <li>• PATA – Payroll 12.95</li> <li>• Zoom invoice 25.4.2021-24.5.2021 £14.39</li> <li>• RoSPA – play equipment inspection – £100</li> <li>• Planting of May Tree Close £107.36</li> <li>• CAME insurance £490.72</li> </ul> <p><b>Pre-approval to pay:</b></p> <ul style="list-style-type: none"> <li>• GAPTC – internal audit services – £200</li> <li>• Grass cutting - £588.00</li> <li>• Treeworks £480</li> <li>• Bank reconciliation: 30<sup>th</sup> Aril 2021</li> <li>• Review of bank investment account(Precept)</li> </ul>	Clerk/RFO	Approval
8.	<b>VILLAGE HALL</b> <ul style="list-style-type: none"> <li>• application for Business Rate Relief</li> </ul>	Chair	Information
9.	<b>THANKS RELATING TO THE PANDEMIC</b>		
10.	<b>ANNUAL REVIEW OF PARISH POLICIES</b> Allocation of responsibilities to review. <ol style="list-style-type: none"> <li>1. Coates PC Financial Regulations</li> <li>2. Coates PC Health &amp; Safety Policy</li> <li>3. Coates PC Asset Register</li> <li>4. Coates PC Code of Conduct</li> <li>5. Coates PC Disciplinary &amp; Grievance Arrangements</li> <li>6. Coates PC Standing Orders</li> <li>7. Coates PC Publication Scheme</li> <li>8. Coates PC Risk Assessment</li> </ol>	Chair	Action
11.	<b>VICTORY GREEN</b> Presentation of responses, discussion of next steps	Alison Brydon, Clerk & Chair	Information, discussion & Action
12.	<b>RECEIVE A REPORT FROM DISTRICT COUNCILLOR TONY BERRY, COUNCILLOR STEPHEN HIRST AND INTERESTED PARTIES.</b>	Chair	Information
13.	<b>JOINT CONSULTATION BY LICENSING AUTHORITIES ACROSS GLOUCESTERSHIRE TO CONSIDER COMMON LICEMISING FOR TAXIS AND STANDARD PRIVATE HIRE SERVICES</b>	Chair	Discussion/action
14.	<b>MAINTENANCE OF VILLAGE FACILITIES</b> <ul style="list-style-type: none"> <li>• Litter picking</li> <li>• Bus Shelter</li> <li>• Playground</li> <li>• Kissing gates and access gates</li> <li>• Thames Water - sewage</li> </ul>	Chair	Discussion
15.	<b>POINTS FOR CONSIDERATION AT NEXT MEETING</b>	ALL	Information

Signed..... Parish Clerk