**TENDRING PARISH COUNCIL**

**Parish Council Meeting**

**Notice of emergency items for approval via email for the 25th May 2020**

Councillors are requested to consider the items in the e-mailed agenda below and respond as soon as possible (latest response time/date to be 5pm 27th of May 2020).

 **EMAILED AGENDA**

If a Councillor agrees to accept the below please state this in full in your e-mail to the Clerk: i.e. I agree that the Minutes are a true and accurate reflection of the meeting of the 27th of April 2020. I agree that the payments are in order for goods, services and staff, these can be processed as set out.

**Where items require a comment/view please state under that item. Please state your responses in a different colour. (**If a Councillor has a query about an item, please contact the Clerk and Chairman).

**05.20.1388** **Minutes of 27th April 2020 (emailed agenda) – Council to consider and approve minutes.**

**05.20.1389 Council to consider opening rear car park at Goose Green, for when Tendring Primary School partially reopens on 1st June.**

**05.20.1390** **Bank account update**

(i) To enable online banking signatories but be registered via the Clerk. Please confirm when you are available to do this. The process will only take 2 mins max.

(ii) Council to agree on raising a cheque from the Barclays account (amount of £5,000) to go into the HSBC account so electronic payments can be raised from June. Once this has been successfully carried out, the rest of the money can then be transferred and the Barclays accounts can be closed.

**05.20.1391** **Planning application**

Application no.: 20/00511/FUL

Proposal: Proposed change of use of land from agricultural to parent parking and tree planting

Location: Tendring Primary School, School Road, Tendring

**05.20.1392** **District Councillor update on the Local Plan; outcome of Planning Inspectors review of the three districts proposals and what that means for Tendring as a district in terms of housing numbers per year (written report).**

**05.20.1393 Internal Auditor**

Council to agree on using Heelis and Lodge for the audit of accounts for 2019-20, proposed date 9th June 2020 (this date is subject to change due to Coronavirus restrictions, but will be within dates permitted for audit).

**05.20.1394** **Review of Governance for 2019/20 Financial Internal Audit**

Council to consider the Clerk carrying out the necessary review of documents; Risk Assessments, Code of Conduct, Asset Register and GDPR. (Standing Orders and Finance Regulations have been updated and approved in April 2020).

**05.20.1395** **Accounts**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Chq no.** | **Cheque payable to:** | **Amount** | **Ref.** |
| 100917 | Kendall Facility Management Ltd | £75.84 | Grass cutting 28th April 2020 |
| 100918 | M Salazar | £202.40 | Salary May 2020 |

(i)Council to approve via email the Accounts for year end 2019-2020 and agree via email for the Clerk to complete electronically the Certificate of Exemption (page 3 -AGAR P2 2019-20 doc).

(ii) Council to read and agree via email the effectiveness of our internal controls and agree via email for the Clerk to complete electronically Section 1 - Annual Governance Statement 2019-20 (page 5 - AGAR P2 2019-20 doc).

(ii) Council to agree via email for the Clerk to complete electronically Section 2 – Account Statements 2019-20 (page 6 - AGAR P2 2019-20 doc).

Michelle Salazar – Parish Clerk & Proper Officer – 21/05/2020