



All members of the **Sunningwell Parish Council** are summoned to a  
**PARISH COUNCIL MEETING**

On **Thursday 27 May 2021**  
**In Sunningwell Village Hall** commencing at **7:30 p.m.**

Brian Rixon, Clerk. 20 May 2021

*Parishioners are invited to attend council meetings and may raise any matters relating to the Parish.  
This should be done during Agenda item 1 and not while the normal business of the meeting is being conducted.*

## AGENDA

1. **Questions and comments** from members of the public or visiting Councillors
2. **Apologies** for absence
3. **Declarations of members' interests** in respect of any item on this agenda
4. **To approve the minutes** of the meeting held on 27 April 2021
5. **To elect the Chairman** of the Council for the coming year and receive the Chairman's declaration of acceptance of office.
6. **To elect the Vice-Chairman** of the Council for the coming year and receive the Vice-Chairman's declaration of acceptance of office.
7. **Insurance:** - To review cover and approve renewal of policy
8. **Risk Assessment:** - To review and approve the annual risk assessment
9. **Internal Auditor's Report:** - To consider the report received following the year end audit
10. **Annual Governance and Accountability Return:-** Sections 1 and 2 to be approved
11. **Playground:** - To consider the current risk assessment with a view to re-opening the area.
12. **Village hall lease:** - The need to witness the signatures and finalise the lease.
13. **Planning applications:** - current applications received and reviewed
14. **Financial Report:** - Payments due and receipts
15. **To confirm the date of the next Parish Council Meeting**  
which will be held in **Sunningwell Village Hall** on **Thursday 24 June 2021**

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**A Covid Risk Assessment has resulted in the following guidelines:**

<b>Social distancing</b>	<b>Arrival</b> and exit times should be staggered.
<b>NHS QR code.</b>	This supports “Test and Trace”, and should be used by all attendees.
<b>Face masks.</b>	To be worn by everyone, unless exempt.
<b>Hand Sanitisers.</b>	Are provided and should be used by everyone at the meeting.
<b>Seating.</b>	To be arranged at least 2 metres apart and not facing each other.
<b>Paperless.</b>	The meeting will be as near <b>paperless</b> as possible.
<b>Ventilation.</b>	To be optimised, by opening windows and doors where possible.
<b>Number attending.</b>	To be controlled if necessary. Maximum allowed in village hall is 24.

*2021 meeting dates:*

<i>Monday 25 January</i>	<i>Monday 22 February</i>	<i>Monday 29 March</i>	<i>Monday 26 April</i>
<i>Thursday 27 May</i>	<i>Thursday 24 June</i>	<i>Thursday 29 July</i>	<i>No meeting in August</i>
<i>Thursday 30 September</i>	<i>Thursday 28 October</i>	<i>Thursday 25 November</i>	<i>No meeting in December</i>