

# JEFFREYSTON COMMUNITY COUNCIL

Clerk : Mrs Marie Everall  
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Collinsford Cottage  
Jeffreyston, Kilgetty  
SA68 0RX

4<sup>th</sup> May 2021

Dear Members,

The **ANNUAL MEETING** of the Council will be held online on Monday the 10<sup>th</sup> of May 2021 at 07.30pm. All Members of the council are summoned to attend for the purpose of considering and resolving the business to be transacted as set out below.

As per the provisions of the Local Government and Elections (Wales) act 2021, members of the public are entitled to attend this meeting and may obtain access codes from the Clerk on request.

Yours faithfully,

*Marie Everall*

Marie Everall  
Clerk

## A G E N D A

1. **Chairman's Welcome**
  2. **To note those present and receive / approve apologies for absence**
  3. **Appointment of Chairman**
  4. **Appointment of Vice Chairman**
  5. **Declarations of Interest**
  6. **To receive and confirm the minutes of the last meeting held on the 12.04.2021**
  7. **To receive Clerk's update report since the last meeting**
  8. **To receive the Internal Audit Report and Approve and Certify Annual Accounting Statements. To include:**
    - **Annual Year End Accounts / Receipt & Payments Account**
    - **Annual Governance Statement**
    - **Accounting Statement**
  9. **To receive Correspondence**
  10. **To consider Planning Matters**

*Planning applications to be considered at the meeting can be viewed online by visiting the relevant planning authority's website using the reference stated on the agenda.*

    - (a) **None received to date**
    - (b) **To consider any planning application received after publication of the Agenda**
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- 11. To receive and consider Financial Matters including approval of payments**
  - (a) HSBC Bank Balance**
  - (b) Approve Payments**
    - **Internal Audit Invoice**
    - **April Wages**
  - (c) To consider any urgent payment of invoices received after publication of the Agenda**
  - (d) NSPCC Request for assistance with funding**
- 12. To consider Highway Matters**

**None received to date**
- 13. To note any minor matters (no decision required) or Items for the next agenda**
  - **Code of Conduct Training**
  - **Community Noticeboards**
- 14. To approve date of next meeting: 07<sup>th</sup> June 2021 (To be confirmed)**