



Mark Ramshaw  
Parish Clerk  
62 Trevelyan Place  
Peterlee  
County Durham  
SR8 2NL

Tel: 0790 080 0540

Email: [westraintonparishcouncil@yahoo.co.uk](mailto:westraintonparishcouncil@yahoo.co.uk)

7 May 2021

Dear Councillor

You are duly summoned to attend the Annual Meeting of West Rainton & Leamside Parish Council at 19:00 on Thursday 13<sup>th</sup> May 2021 at St Marys Church Hall, West Rainton.

Members of the public are welcome to attend but will be required to follow appropriate guidelines relating to COVID19 including wearing a mask inside the building.

### **Agenda**

- 1) Election of Chairman for 2021/2022: Parish Council to elect a Chairman
- 2) Declaration of Office: Declaration of Acceptance of Office to be signed by the Chairman.
- 3) Election of Vice Chairman for 2021/2022: Parish Council to elect a Vice Chairman
- 4) Apologies for absence:  
Parish Council to receive and consider any apologies.
- 5) Declarations of Interest:
  - a) To declare any personal interests in items on the Agenda and their nature.
  - b) To declare any prejudicial interests in items on the Agenda and their nature. (Councillors with prejudicial interests must leave the room for relevant items)
- 6) Appointments to Outside Bodies: Parish Council to consider nominations to outside bodies;
  - CDALC Smaller Council Forum
  - Village Partnership

- 7) Public Participation:  
Questions to be taken from members of the public for a maximum of 15 minutes in line with the Parish Council's Public Participation policy.
- 8) Minutes: To consider approval of the minutes of the Parish Council Meeting held on 22<sup>nd</sup> April 2021
- 9) Finance:  
Parish Clerk to report on financial position and seek approval for payments due.
- 10) 2021/22 Budget – Parish Council to note revised budget
- 11) Planning Applications:  
Parish Council to provide any comments on previously circulated weekly planning notifications from DCC.
- 12) Internal Audit Report 2020/21 – Parish Council to consider Internal Audit Report
- 13) Draft Annual Governance and Accountability Return 2020/21: For Parish Council approval and signature by the Chairman
- 14) Parish Council to consider the timescales for the co-option of the 6 parish councillor vacancies
- 15) Calendar of Meetings – Parish Council to approve the proposed schedule of meetings for the municipal year 2021/22
- 16) General correspondence for consideration: Up to date list to be tabled

Signed:



Mark Ramshaw, Parish Clerk, West Rainton & Leamside Parish Council

Relevant papers for the meeting will be published on the Parish Council's website:  
<http://westrainton.parish.durham.gov.uk>.

Members of the public who intend to come along can ask the Parish Clerk for copies in advance - by the working day before the meeting please. These will be issued at the meeting.