

---

**Date and time:** Monday 4<sup>th</sup> May at 2.00pm  
**Place:** Online

---

Dear Councillor

You are hereby summoned to attend the **Virtual Ordinary Meeting** of the Parish Council to be held online at:

<https://us04web.zoom.us/j/73754339266?pwd=N1dJTEt5WUJDSGVHaWdZbWlONjF1dz09>

Meeting ID: 737 5433 9266 Password: Oy8mzW on Monday 4<sup>th</sup> May 2020 at 2.00pm

*KJFinlayson*

**Kerry Finlayson**  
Parish Clerk

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

1. **WELCOME and APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **CONFIRMATION OF MINUTES**  
To confirm the minutes of the meeting held on 27<sup>th</sup> January 2020 DOCUMENT 1
4. **PREVIOUS ACTION POINTS**
  - o **AP1 JAN** Clerk to research dog/litter bin installation with SDC DOCUMENT 2
5. **FINANCIAL MATTERS**
  - i. Year End Accounts DOCUMENT 3
  - ii. Payments & Receipts DOCUMENT 4
  - iii. Bank reconciliation DOCUMENT 4
  - iv. Budget Update DOCUMENT 5
  - v. Payment Authority Protocol DOCUMENT 6
6. **VILLAGE UPDATES & REPORTS**
  - i. Covid-19
  - ii. Flood & Community Group
  - iii. Ford
7. **POLICIES** EMAILED
  - i. Standing Orders
  - ii. Financial regulations
  - iii. Scheme of Delegation
  - iv. Publication Scheme
  - v. Data Protection
  - vi. Privacy Notice
  - vii. Volunteer
8. **ITEMS FOR FUTURE AGENDAS**
9. **DATE OF POSSIBLE NEXT VIRTUAL MEETING**
  - o Monday 1<sup>st</sup> June at 2pm?
10. **CLOSURE OF THE MEETING TO THE PUBLIC and PRESS**

**Kerry Finlayson**

Clerk to Coughton Parish Council [coughtonclerk@gmail.com](mailto:coughtonclerk@gmail.com) [www.coughtonparishcouncil.co.uk](http://www.coughtonparishcouncil.co.uk)