



Town Clerk: Ms. Helen Watson FSLCC

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Thursday 13th August 2020

To all members of Beverley Town Council

Dear Councillor

FULL COUNCIL MEETING OF BEVERLEY TOWN COUNCIL

You are hereby summoned to attend the Full Council Meeting of Beverley Town Council to be held remotely via Zoom on **Tuesday 18th August 2020** to commence at 6.30pm.

Yours faithfully,

H. Watson

**Helen Watson FSLCC
Town Clerk**

In normal circumstances, members of the public are welcome to address the meeting in a public forum at 6:30pm. Whilst Beverley Town Council still supports the rights of people to do this, during the current crisis relating to COVID-19, for health and safety reasons, and to ensure physical social-isolation guidance can be followed, meetings will be held digitally via online video technology. **Members of the public are welcome to join the meeting via the link on the Town Council's website homepage, but must turn their cameras and microphones off – thank you.**

AGENDA

- 1. To note Councillors, Officers and members of the public present**
- 2. To Receive Apologies for Absence**
- 3. Declarations:**
 - (a)** To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
 - (b)** To note dispensations given to any member of the council in respect of the agenda items below.
- 4. To agree submission of the AGAR report before the deadline on August 31st 2020.**
 - (a)** Annual Governance and Accountability Return (Sections 1 & 2 and the Annual Internal Audit Report) (AGAR Part 3PM for parish meetings).
 - (b)** Completed confirmation of dates of period for the provision of public rights form.
 - (c)** Bank reconciliation (RBS Report, Balance Sheet (to sign) and Bank Statements)
 - (d)** Explanation of any significant variances – see PFK Littlejohn pro forma.
 - (e)** Reconciliation between Section 2, Boxes 7 and 8 – see PFK Littlejohn pro forma.

- (f) Working Details for Annual Return Year Ending 2019/20 (Not required to send but can be used to cross reference the AGAR).
- (g) Copy of the separate internal audit report.
- (h) Explanation of Reserves.

- 5. **To approve the allocation of general reserves up to £5,000 for legal services.**
- 6. **To adopt the NALC Model Whistle Blowing Policy in accordance with the advice stated in the Audit Yorkshire report (see attached).**