

Mendlesham Community Centre Charity
(reg no 304795)
Annual General Meeting
Wednesday 27th May 2020

(after preceding Playingfield Charity AGM, no earlier than 7.10pm)

Please note this will be a virtual meeting via Google meet. Should members of the public/press wish to attend this meeting they must contact the Clerk to the Council to register their interest to attend/speak by 9am Tuesday 26th May 2020.

Members of the public may still submit comments on any item on the agenda via email to the Clerk: parishclerk@mendleshampc.org or letter to Honeysuckle, Hockey Hill, Wetheringsett IP14 5PL , to be received by noon Wednesday 27th May 2020. Any individual submitting comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. It should also be noted that answers to any submissions may not be forthcoming during the meeting itself.

The Trustee, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes of the meeting will be published, once approved, as usual via <https://mendlesham.suffolk.cloud/>

AGENDA

- 1. Welcome, apologies for absence and filming statement.**
- 2. Declarations of interest:**
 - a) To note Councillor's declarations of interest in any of the following agenda items.
 - b) To agree any dispensations with regard to declarations of interest.
- 3. To note minutes of Annual General Meeting held on 15th May 2019 were approved at the Mendlesham Parish Council meeting of 5.6.19. To approve minutes of Ordinary Meeting of 4th March 2020.**
- 4. To confirm all actions and correspondence received further to:**
 - a) Mendlesham Parish Council Emergency plans for working due to Covid /Coronavirus agreed by email 24.3.20.
 - b) To note The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 3.4.20.
 - c) To confirm Clerks reports from 23.3.20 to 13.5.20, noting a summary to be included as part of these minutes.
- 5. Annual Reports:**
 - a) Chair's report:
 - b) Financial report, to include accounts for the year ending 31.3.20 and inventory received 28.4.20, completed March 2020.
 - c) To note receipt of Internal Audit report for the year ending 31.3.20 and confirm and actions required
 - d) Booking Secretary's report
 - e) To note insurance arrangements

6.Public Forum

7.Reports:

- a) Clerks report
- b) Chairs report
- c) Questions for the chairperson.
- d) Any other reports.

8. To agree payment of invoices

- a) To confirm payments agreed under Mendlesham Parish Council agenda item 8.4.20.
- b) To confirm payments agreed at Mendlesham Parish Council meeting 13.5.20.
- c) To agree payment of any further payment of invoices received.

9. To agree bank signatories.

10. To confirm schedule of direct debits and standing orders.

11. To confirm payment of invoices where possible online in accordance with Mendlesham Parish Council financial standing orders and agreed processes.

12.To note timing/format of charity meetings.

13.Any other business.

Sharon Jones 19.5.20