

Chairman
Greg Lings

Clerk: Clair Lewis
65 Main Street, Felton
Northumberland, NE65 9PT
Tel: 07809 205548

To the Members of Felton Parish Council:

19 June 2021

You are hereby summoned to attend an extraordinary meeting of Felton Parish Council on Friday 25 2021, **at 7.15 pm** for the purpose of transacting the following business.

The Meeting will be held in the Main Hall, Felton Village Hall. Please note the following safety precautions which must be adhered to by councillors and attendees, due to the Covid-19 pandemic:

1. You **must not attend** if you or anyone in your household, or social or childcare bubble has Covid-19 symptoms.
2. There is a **one-way system for entry and exit**. Please follow the signs on the doors.
3. **Social distancing** must be adhered to at all times. Please take particular care to keep your distance from others while waiting to enter and exit the Hall and in the entry and exit vestibules. You may need to queue. Should you need to use the toilet facilities while at the Hall, you must wait until the suite of toilets is empty before entering. You should ensure that you maintain social distancing while in the toilet corridor.
4. You must **wear a mask** at all times while in the Hall unless you are exempt.
5. On Arrival, **hand sanitiser** is available immediately inside the entry doorway; please use this before entering the Main Hall.
6. On Arrival, you must **provide your track and trace details**. A sign in sheet will be provided for this purpose by the Parish Clerk, just inside the Main Hall. The completed sheet will be held by the Parish Clerk in accordance with regulations and then permanently deleted.
7. After signing in, please **make your way directly to your seat** and **remain seated** unless you are leaving the Hall or you are accessing the toilet facilities. Your chair must remain at the required 2m distance from all other users, except those in your own household, or social or childcare bubble.

The Hall will be kept ventilated as far as possible; you may wish to bring warm layers in case the air temperature is cool.

Please note that restrictions on numbers have been imposed by the Village Hall Committee in compliance with Covid-19 restrictions and the need for attendees to be socially distanced. The Parish Council will admit public and press on a first come first serve basis.

Clair Lewis

AGENDA

1. Apologies for absence

To approve any apologies for absence

2. Disclosure of Interests

To disclose any interests in items on the Agenda and the granting of any dispensations

3. Finances

- a. To receive the internal auditor's report
- b. To approve the Annual Governance Statement
- c. To approve the draft annual accounts for the Year Ending 31 March 2021
- d. To approve the Accounting Statement and Explanation of Variances

4. Property Management – Ramp at Riverside

To consider the condition of the ramp at Riverside and to agree necessary action. Cllr Lings will propose that the ramp should be replaced.

5. New Surgery

- a. To review any advice received from the Parish Council's solicitor and to agree next steps.
- b. To consider response from the developer and to agree the Parish Council's position and response.