

## Partney and Dalby Parish Council

Dear Councillors,

You are summoned to attend the **Annual Meeting of the Parish Council** to be held on Tuesday 16<sup>th</sup> May 2023 in Partney Victory Hall at 7.00pm. There is an Open Forum at each meeting where Members of the Public are invited to ask questions or make short statements to the Council in relation to the business on the agenda.

Signed \_\_\_\_\_ Parish Clerk 10.05.2023

### AGENDA

9. To elect a Chair and receive the signed Declaration of Acceptance of Office
10. Election of Vice- Chair
11. To suspend the meeting to allow a period of public participation/forum and resume Parish Council meeting after the public forum
12. To receive any apologies and accept valid reasons of absence
13. To receive any declarations of interest in accordance with the Localism Act 2011 and consider any requests for dispensations<sup>1</sup> in relation to Disclosable Pecuniary Interests or any other interests as outlined in the Council's Code of Conduct
14. To receive and approve the draft notes of the Meeting held on 14th March 2023
15. To receive and approve the draft notes of the Extraordinary Meeting held on 25<sup>th</sup> April 2023
16. To receive reports from the County and District councillors
17. Finance
  - a) To formally note financial position
  - b) To formally note bank reconciliations
  - c) To consider applying for a debit card and resolve action
  - d) To formally approve any automated, retrospective and future payments to be made:

23.03.23	Viking office supplies	£23.87
27.03.23	Anglian Water DD	£8.00
10.04.23	Plusnet DD	£23.62
27.04.23	Nick King Cemetery grass	£210.00
10.05.23	Plusnet DD	£23.62
31.05.23	Salary May	£100.79
30.06.23	Salary June	£100.79
  - e) To note any income received since the last meeting

06.04.23	Precept	£5,760.00
06.04.23	Vat refund for 2022/23	£111.53
11.04.23	Cemetery application for gravestone	£110.00
18. AGAR Annual Governance and Accountability Return 2022/23
  - a) To receive the report of the Internal Auditor

- b) To receive the Balance Sheet for the year end 31<sup>st</sup> March 2023, to be signed by the Chair and the Responsible Finance Officer
- c) To consider and approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR)) for financial year 2022/23 and authorise signing by the Chair and the Parish Clerk
- d) To consider and approve the Accounting Statements (Section 2 of the AGAR) for financial year 2022/23 and authorise signing by the Chair
- e) To consider and approve the Certificate of Exemption and authorise signing by the Chair and Parish Clerk
- f) To consider and approve commencement date for the exercise of public rights of inspection of the accounts

#### **19. Planning Matters**

- a) To consider any planning applications received since the last meeting
- b) To note any planning decisions and/or appeal notifications since the last meeting

#### **20. Village Matters**

- a) To receive an update on highway matters
- b) To receive a report on the King's Coronation and resolve action
- c) To discuss effluent discharge on Dalby Road/A 16 and resolve action
- d) To consider most suitable location for a noticeboard and resolve action
- e) To discuss planting scheme for the village planters and resolve action

#### **21. Internal Council Matters**

- a) To consider Terms of Reference for a Planning Committee and resolve action
- b) To review the Council's Standing Orders
- c) To review the Financial Regulations
- d) To review the Council's Code of Conduct
- e) To consider Terms of Reference for a Staffing Committee and resolve action
- f) To consider a schedule of meetings for 2023/24
- g) To consider candidates for co-option and resolve action
- h) To consider and approve a Co-option policy and agree review date

**22.** To receive correspondence and note any action required

**23.** Clerk and Councillor Reports (for information only), including a review of actions from minutes and matters that Councillors wish to be brought to the next or subsequent meetings, *No decisions may be made under this section, but Councillors may wish to flag up issues.*

**24.** To note the date of the next meeting of the Parish Council

<sup>1</sup> A dispensation form should be requested from the Clerk before the meeting date and will be considered by Full Council at the meeting