

Kilpeck Parish Council

Dear Councillor,

17th May 2021

You are summoned to the Annual Meeting of the Parish Council No KPC/MW/171
which is to be held in The Kilpeck Village Hall on Monday 24th May 2021
Meeting to Commence at 7.15pm and to be concluded by 9.30pm

AGENDA

- 1.0 Election of Chairman & Vice-Chairman**
Acceptance of Office Forms to be completed by the Chairman & Vice-Chairman
- 2.0 Apologies for Absence**
To receive any apologies for absence
- 3.0 Declarations of Interest & Dispensations**
To receive any declarations of interest in agenda items, or written dispensation applications
- 4.0 To Receive, Approve and Sign the Minutes of the Ordinary Parish Council Meeting**
No KPC/MW/170z held on Monday 12th April 2021 *enclosed*
- 5.0 Election of Delegates & Roles for Councillors (*Working groups will require a minimum of three to be quorate*)**
 - 5.1** Kilpeck Village Hall Committee
 - 5.2** Kilpeck Parish Council Finance Working Group
 - 5.3** Kilpeck Parish Council Neighbourhood Development Plan (NDP) Steering Group Representatives
 - 5.4** HALC / SAM Representatives & HALC Executive Committee Representatives
- 6.0 Orders, Policies & Regulation**
 - 6.1** To consider for adoption updated Code of Conduct *...updated version by email*
 - 6.2** To formally adopt 2021 version Parish Council's Standing Orders ... *.....updated version by email & (addendum hard copy enclosed)*
 - 6.3** To formally adopt 2021 version Parish Council's Financial Regulations *updated version by email*
 - 6.4** To review and update as required Parish Council Asset Register *enclosed*
 - 6.5** To review and update as required Parish Council's Health & Safety Policy *enclosed*
- 7.0 A465 Road Safety Plan**
To receive update and agree any new actions required
- 8.0 Financial Report**
 - 8.1** Consider internal auditors report 2020-2021 and agree any required action
 - 8.2** Parish Council to consider Annual Governance Statement
 - 8.3** * Clerk to present end of year Accounts for Ratification **Information enclosed*
 - 8.4** To sign Section 2 Accounting Statement 2020-2021
 - 8.5** * Confirmation of Receipts / Invoices for Payment / Bank Balances
 - 8.6** Confirmation of scope of Internal Audit for 2020-2021 and Internal Audit Plan
 - 8.7** To consider appointment of Mrs J M Watson as Internal Auditor 2021-2022
 - 8.8** To update Lloyds Bank Mandate if required
 - 8.9** Parish Council Insurance review for 2021-2022
- 9.0 Wormside Ward Councillor Mrs Christy Bolderson Report**
To receive a report from Herefordshire Council's Wormside Ward Councillor (if available)
- 10.0 Public Question Time**
10 minutes period to accommodate members of the public who may wish to raise issues with the Parish Council
- 11.0 Roads and Footpaths**
To receive **new** information on any Parish Highway & Public Footpath Issues
- 12.0 Information Sheet** (Not covered by an agenda item and (FOR INFORMATION ONLY)) *enclosed*
- 13.0 Agenda of Next Meeting**
- 14.0 Date, Time and Venue of Next Meeting**

M Walker

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