

Kilpeck Parish Council

Dear Councillor,

29th April 2022

You are summoned to the Annual Meeting of the Parish Council No KPC/MW/181
which is to be held in The Kilpeck Village Hall on Monday 9th May 2022
Meeting to Commence at 7.30pm or immediately on completion of the Parish Meetings if later
and to be concluded by 9.45pm

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/180 held on Monday 11th April 2022 *enclosed*
- 5.0 **Financial Report**
5.1 Clerk to present end of year Accounts for Ratification *enclosed*
5.1i Chairman & Clerk to Sign AGAR 2021-2022 Part 2 Exemption Certificate
5.2 Parish Council to approve Annual Governance Statement
5.3 Chairman & Clerk to sign Annual Accounting Statements 2021/2022
5.4 Confirmation of Invoices for Payment / Receipts / Bank Balances
5.5 Consider Internal Auditors Report 2021-2022 and agree any required action
5.6 To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2022-2023
5.7 To update Lloyds Bank Mandate if required
5.8 Parish Council Insurance review for 2022-2023
5.9 Pensions Regulator Letter
- 6.0 **Election of Delegates & Roles for Councillors** (*Working groups will require a minimum of three to be quorate*)
6.1 Kilpeck Village Hall Committee 6.2 Kilpeck Parish Council Finance Working Group
6.3 Kilpeck Parish Council Neighbourhood Development Plan (NDP) Steering Group Representatives
6.4 HALC / SAM Representatives & HALC Executive Committee Representatives
- 7.0 **Orders & Policies Updates**
7.1 To consider for adoption updated Code of Conduct *updated version by email*
7.2 To formally adopt 2022 version Parish Council's Standing Orders *updated version by email*
7.3 To formally adopt 2022 version Parish Council's Financial Regulations *updated version by email*
7.4 To review and update as required Parish Council Asset Register *enclosed*
7.5 To review and update as required Parish Council's Health & Safety Policy *enclosed*
- 8.0 **A465 Road Safety Plan**
To receive update and agree any new actions required
- 9.0 **Public Question Time**
10 minutes period to accommodate members of the public who may wish to raise issues with the Parish Council
- 10.0 **Lengthsman Contract & Roads and Footpaths**
10.1 Parish Council's Contract with Herefordshire Council
10.2 To receive **new** information on any Parish Highway & Public Footpath Issues
- 11.0 **Information Sheet** (Not covered by an agenda item and (FOR INFORMATION ONLY)) *enclosed*
- 12.0 **Agenda of Next Meeting**
- 13.0 **Date, Time and Venue of Next Meeting**

M Walker

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