

Kilpeck Parish Council

Dear Councillor,

7th May 2024

You are summoned to the Annual Meeting of the Parish Council No KPC/MW/202 which is to be held in The Kilpeck Village Hall on Monday 13th May 2024 Meeting to Commence at 7.15pm or immediately on completion of the Parish Meetings if later 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/201 held on Monday 8th April 2024 *enclosed*
- 5.0 **2023-2024 Income & Expenditure Breakdown**
Spreadsheet for approval *YELLOW enclosed*
- 6.0 **Annual Governance & Accountability Return (AGAR) 2023-2024**
 - 6.1 To Receive & Note The Annual Internal Auditors Report 2023-2024 and agree any required action
 - 6.2 Parish Council to approve Annual Governance Statement (Section 1)
 - 6.3 Annual Accounting Statements 2023 - 2024 (Section 2) for approval
 - 6.4 Chairman & Clerk to sign the Annual Governance Statement, Chairman to sign Accounting Statement
 - 6.5 RFO to set commencement date for the exercise of public rights
- 7.0 **Financial Report**
 - 7.1 Confirmation of Invoices for Payment / Receipts / Bank Balances
 - 7.2 To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2024-2025
 - 7.3 To update Lloyds Bank Mandate if required
 - 7.4 Parish Council Insurance review for 2024-2025
 - 7.5 Pensions Regulator Letter
 - 7.6 Sunderland's Update Re Field etc
- 8.0 **Election of Delegates & Roles for Councillors** (*Working groups will require a minimum of three to be quorate*)
 - 8.1 Kilpeck Village Hall Committee Confirmation of next Defibrillator training date Thursday 6th June 7.00pm
 - 8.2 Kilpeck Parish Council Finance Working Group
 - 8.3 HALC / SAM Representatives & HALC Executive Committee Representatives
- 9.0 **Orders & Policies Updates**
 - 9.1 To consider for adoption updated Code of Conduct *by email*
 - 9.2 To formally adopt 2024 version Parish Council's Standing Orders *by email*
 - 9.3 To formally adopt 2024 version Parish Council's Financial Regulations *by email*
 - 9.4 To confirm adoption of the Model Transparency Code *by email*
 - 9.5 To review and update as required Parish Council Asset Register *by email*
 - 9.6 To review and update as required Parish Council's Health & Safety Policy *by email*
- 10.0 **Lengthsman Contract & Roads and Footpaths**
 - 10.1 To agree Lengthsman contractor for 2024-2025
 - 10.2 To agree Lengthsman Scheme Contract with Herefordshire Council & Annual Maintenance Plan
 - 10.3 Confirmation of Drainage Grant Application
 - 10.4 To receive **new** information on any Parish Highway & Public Footpath Issues
 - 10.5 New Notice Boards update
- 11.0 **Information Sheet** (Not covered by an agenda item and (FOR INFORMATION ONLY)) *enclosed*
- 12.0 **Appointment of Clerk**
Confirm appointment, start date and probation period
- 13.0 **Agenda of Next Meeting**
- 14.0 **Date, Time and Venue of Next Meeting**.....10th June 2024 7.00pm Kilpeck Village Hall

M Walker

Malcolm Walker Clerk Kilpeck Parish Council

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Kilpeckparishcouncil.gov.uk

Kilpeck Parish Council Serving the Local Community