



## Aldworth Parish Council

### Annual Meeting of the Parish Council

I hereby give you Notice that the next meeting of Aldworth Parish Council is to be held on:

Tuesday 9<sup>th</sup> May 2023 at 7.45pm at Aldworth Village Hall

All members of the Council are hereby summoned to attend this Annual Parish Council meeting.

---

#### AGENDA

1. To elect the Chair of Aldworth Parish Council for 2023 / 20234
2. To elect the Vice Chair of Aldworth Parish Council for 2023 / 2024
3. To complete the Acceptance of Office forms and the Register of Business Interests for the Chair, the Vice Chair and all other councillors present due to 2023 being an election year.
4. To receive apologies for absence from members of the Council.
5. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation for items on the agenda.
6. To receive questions or comments from members of the public regarding items on the agenda and representations from any member who has declared a personal interest.
7. To review (if any) the candidates put forward for co-option to this council (two seats available) and if successful, complete the Declaration of Office forms and the Register of Business Interests.
8. To approve the minutes of the previous meeting on 15<sup>th</sup> March 2023.
9. Annual Governance & Accountability Return (AGAR) 2022 / 2023
  - a. To consider the findings of the Internal Audit Report from Heelis & Lodge
  - b. To approve the Annual Governance Statement by resolution
  - c. To consider the Accounting Statement and the Receipts and Payments Summary
  - d. To approve the Accounting Statements by resolution.
10. To review and confirm the Staffing Committee and the terms of reference.
11. To review and confirm the Standing Orders for Aldworth Parish Council – no reported updates.
12. To review and confirm the Financial Regulations for Aldworth Parish Council – no reported updates.
13. To review and confirm the subscriptions to:
  - a. BALC / HALC / NALC
  - b. Clerk's Membership to the SLCC
14. To review the Direct Debits approved by the Council.
15. To review the Asset Register.
16. To review the insurance cover which is renewed on 31<sup>st</sup> May 2023.

17. To review the following policies:
  - a. Complaints Policy
  - b. Freedom of Information Policy
  - c. Data Protection Policy
  - d. Media Policy
  - e. Employment Policies (Anti-Bullying / Grievance & Disciplinary / Equality Policies)
  - f. Temporary Scheme of Delegation Policy
  - g. Grant Awarding Policy
  - h. Community Engagement Policy
  - f. Reserves Policy (new)
18. To review the S.137 expenditure incurred for 2022 / 2023 and confirm the 2023 / 2024 values.
19. To determine the time and place for future meetings of the Parish Council including the Staffing Committee.
20. To consider areas of responsibility for each member of the Council.
21. To ratify the final spend for the Coronation Celebrations that took place on 7<sup>th</sup> May 2023.
22. To consider making an s.137 donation to The Leaflet to the value of £100 to cover depleted funds.
23. To review the Parish Plan Grant received from WBC for the access path and convert the grant into supporting the playground upgrades and litter amenities in the village.
24. To discuss the appointment of a new clerk and the various tasks that are required to be actioned prior to the departure of the current clerk on 18<sup>th</sup> May.
25. To receive the Clerk's Report: Finance, Correspondence, and miscellaneous items.
26. To discuss matters for future consideration.
27. Further questions or comments from members of the public.

Next Meeting of the Parish Council: To be arranged during this meeting

Clerk to the Council: Mrs Fenella Woods. Dated: 3<sup>rd</sup> May 2023

