



## **ANNUAL MEETING OF THE PARISH COUNCIL**

To be held at 7.30pm on Wednesday 15 May 2024 at Desford Library, Main Street, Desford, LE9 9JP.

**All Members of the Parish Council are hereby summoned to attend this Council meeting to transact the business set out in the agenda below.**

Signed *Pip Gwlad*  
Clerk to the Council

**9<sup>th</sup> May 2024**

### **AGENDA**

1. Election of Chairman (and signing of acceptance of office)
2. Election of Vice-Chairman (and signing of acceptance of office).
3. Apologies.
4. Declarations of Interest.
5. To receive and confirm as accurate the Minutes of the Parish Council meeting held on Wednesday 15<sup>th</sup> April 2024.
6. County and Borough Councillors Reports.
7. Parishioners Participation - The Council will adjourn for up to 15 minutes for public participation.
8. Updates and recommendations from Working Groups:
  - a) DiB WG – 13.05.24.
  - b) Procurement WG – N/A
  - c) Procedures WG – 15.05.24
  - d) Allotments WG – 07.05.24
  - e) Cemetery WG – 30.04.24
  - f) Heritage WG – 07.05.24
  - g) Staffing WG – N/A
9. To receive and consider the recommendations of the Resources Committee meeting held on 10<sup>th</sup> May 2023, including consideration of the Council's Bank Accounts, the payment of invoices, other financial proposals, quotes for work and financial summary of budgetary analysis and current project portfolio.
  - 9.1. Review arrangements and renewal Policies for insurance cover in respect of all insured risks and consider the SiD Insurance contribution.
  - 9.2. Approval of current subscriptions to external bodies
10. To receive the minutes of the Planning Committee held on 13<sup>th</sup> May 2024 plus an update on any applications received since that meeting.
11. Membership of Committees and Working Groups.
  - 11.1. Appointment of members to existing Committees & Working Groups
  - 11.2. Review of Committee, Sub-Committee and Working Group terms of reference
12. Calendar of Meetings.

**13. Review of Policies and Terms of Reference, including the adoption of updated and amended Policies.**

- 13.1. Review of Standing Orders
- 13.2. Review of Financial Regulations
- 13.3. Review of Code of Conduct, Officer & Member
- 13.4. Review of Statement of Internal Control
- 13.5. Review of Grievance Policy
- 13.6. Review of Disciplinary Policy
- 13.7. Review of Environmental Policy

**14. Review of Allotment Rules.**

**15. Review of Asset Register.**

**16. Review of Risk Register.**

**17. To consider and approve documents relating to the 2023-2024 AGAR.**

- 17.1. To receive the Annual Internal Auditor's Report 2023/2024.
- 17.2. To consider recommendations or matters arising from the internal auditor's report.
- 17.3. To complete and sign the Annual Governance Statement 2023-2024.
- 17.4. To receive and sign the Accounting Statements 2023-2024.
- 17.5. To receive and consider the bank reconciliation 2023-2024.
- 17.6. To receive and consider the explanation of variances.
- 17.7. To receive and consider the breakdown of reserves held.
- 17.8. To agree the dates for the period of public rights.

**18. Clerk's Report.**

**19. Information from Councillors (not for debate or decision).**

**20. To consider exclusion of the Press and the Public in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.**

**21. Staffing update.**

**Members of the public are always welcome to attend Council meetings.**