

NOTICE OF THE ANNUAL MEETING OF MICKLETON PARISH COUNCIL

Dear Councillor

I hereby give you notice that the annual meeting of the parish council of the above-named parish will be on **Wednesday 24 May 2023 at 7.30pm, to be held at King George's Hall, Chapel Lane, Mickleton.**

All members of the council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Dated this 17 May 2023

Elaine Fuoco-Lang – Clerk to the Parish Council

Business to be transacted:

230524/01 Election of the chairman of the council

a. Signing of the declaration of acceptance of office

230524/02 To co-opt Cathy Frances as a councillor to Mickleton Parish Council

230524/03 Delivery by the chairman of the council and councillors of their acceptance of office forms

230524/04 To receive apologies for absence

230524/05 To make declarations of interest on the items on the agenda

230524/06 To confirm the minutes of the parish council meeting held on 5 April 2023

230524/07 To confirm election of representatives/working groups – information circulated to councillors

230524/08 To receive the clerk's report

230524/09 To provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration

230524/10 To receive a report from Cotswold District Council

230524/11 To receive a report from Gloucestershire County Council

230524/12 To review and adopt the Financial Regulations

230524/13 To note approval of the following documents without amendment:

- a. Standing Orders
- b. Code of Conduct
- c. Cemetery Bench Policy
- d. Complaints Procedure
- e. Dignity at Work Policy

- f. Disciplinary Policy
- g. Document Retention Policy
- h. Equality & Diversity Policy
- i. Grants Policy
- j. Grievance Policy
- k. Health and Safety Statement
- l. Information Security
- m. Internal Control (annual)
- n. Lone Working Policy
- o. Publication Scheme
- p. Risk Management Strategy
- q. Sickness Absence Policy

230524/14 To review the inventory of assets

- a. To resolve to remove items on the asset register
- b. To confirm the revised asset register – as circulated by the clerk
- c. To note any damage to assets

230524/15 To note confirmation of arrangements for insurance cover:

- a. Cover is appropriate in respect of all insurable risks
- b. Cover is fit for purpose

230524/16 To review the council's and staff subscriptions to other bodies

230524/17 To review the council's expenditure incurred under s.137 of the Local Government Act 1972

230524/18 To determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council

230524/19 Finance – documents circulated prior to the meeting

- a. To review and approve bank signatories
- b. To approve amending bank authorisation/administration
- c. To review and approve list of regular direct debit/standing order payments
- d. To receive the financial statement
- e. To approve payments
- f. To note receipts
- g. To note bank reconciliation 1–30 April 2023
- h. To note quarterly check
- i. To approve reserves transfer – £1,000 to general reserves
- j. To consider the purchase of outsourcing PATA payroll
- k. To approve a refund in relation to the surrender of a burial plot

230524/20 To approve and sign the Annual Governance Statement 2022–2023 (Section 1 of the Annual Governance and Accountability Return 2022–2023)

230524/21 To approve and sign the Annual Accounting Statement 2022–2023 (Section 2 of the Annual Governance and Accountability Return 2022–2023)

230524/22 To confirm the publication of the Annual Governance and Accountability Return and the period for the exercise of public rights to inspect the accounting records

230524/23 To agree distribution of the reserve balance

230524/24 To resolve to purchase equipment: laptop and ancillary items for clerk

230524/25 To vote on quotes received to carry out defibrillator health checks

230524/26 To consider the following planning applications:

- a. To consider any urgent planning applications received since the publication of the agenda
- b. To receive an update on planning permissions/refusals

230524/27 To note weekly junior playing field playground and MUGA checks

230524/28 To receive correspondence

230524/29 To note agenda items for the next parish council meeting

230524/30 To confirm the date of the next parish council meeting

Pursuant to section 1 (2) of the Public Bodies (Admission to meetings) Act 1960, it is resolved that because of the confidential nature of the business to be transacted that the meeting be held in private session to discuss to the points below. No other business will be discussed.

230524/31 To confirm pension details – as recommended by the internal auditor

230524/32 To confirm monthly salary direct debit payments