

WALTON PARISH COUNCIL

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You are summoned to attend the **ANNUAL** Meeting of the **WALTON PARISH COUNCIL** which will be held on **TUESDAY, 16th May, 2023** immediately following the **ANNUAL PARISH MEETING**.

Allan Dawes CLERK/RFO

AGENDA

1. **ELECTION OF CHAIRMAN** – To receive and consider nominations for the office of Chairman.
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN** – To receive the Chairman's Declaration of Acceptance of Office.
3. **ELECTION OF VICE CHAIRMAN** - To receive and consider nominations for the office of Vice Chairman.
4. **APOLOGIES FOR ABSENCE** – To receive and accept apologies for absence.
5. **REQUESTS FOR DISPENSATIONS** - The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
6. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda. Members are reminded that in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).
7. **MINUTES**
 - 7.1 **MINUTES OF THE MEETING HELD ON 14TH MARCH 2023** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 14th March 2023.
8. **REPRESENTATION ON OUTSIDE BODIES** – To agree representatives on the following outside bodies and agree any additional bodies –
 - Walton Village Hall Management Committee
9. **STANDING ORDERS AND FINANCIAL REGULATIONS** – To review and adopt standing orders and financial regulations. [Available on the Web-site]
10. **CLERK / RFO REPORT**
11. **SUBSCRIPTIONS** – To review the Parish council's subscription -
 - 11.1 **CALC** – To consider an invitation to renew the CALC annual subscription for 2022/23, £136.08
 - 11.2 **SLCC** – To consider an invitation to renew the SLCC annual subscription for 2022/2023, £70.00

12. **POLICY REVIEW** – To review and/or adopt the following core policies available on the Web-site

12.1 **COMPLAINTS PROCEDURE**

12.2 **PUBLICATION SCHEME/FREEDOM OF INFORMATION POLICY**

12.3 **MEDIA AND PRESS POLICY**

12.4 **HEALTH AND SAFETY POLICY**

12.5 **EQUALITY AND DIVERSITY POLICY**

12.6 **EQUAL OPPORTUNITIES POLICY**

12.7 **DOCUMENT RETENTION POLICY**

12.8 **FRAUD/CORRUPTION DETECTION & PREVENTION POLICY**

12.9 **FILMING POLICY**

13. **MEETING CALENDAR** – To consider and agree dates of future meetings.

12th July 2022

13th September 2022

28th November 2022

10th January 2023

14th March 2023

9th May 2023 – New Council

14. **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. *(Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).*

14.1 **REPORTS** – To receive reports, if applicable, from Unitary Authority Councillor.

15. **REPRESENTATIVES' REPORTS** - To receive reports by representatives on Outside Bodies and to discuss the issue of Grant applications by third parties requesting support, financial or otherwise..

16. **TOWN AND COUNTRY PLANNING APPLICATIONS** – To be considered

17. **FINANCIAL MATTERS**

17.1 **INTERNAL AUDITOR** – To agree to the appointment of the internal auditor G M Wilson.

17.2 **EXPENDITURE TO APPROVE**

Amount	Payee	Cheque Number	Details
£71.69	A Dawes		Clerk/RFO Expenses & Re-imbusement of Internal Audit Fee
£151.32	CALC		2023/2024 Subscription
£172.55	A Dawes		Salary, Mileage - April
£42.00	HMRC		Inland Revenue - April
£70.00	SLCC		2023/2024 Subscription
£240.00	Green Team		Grass cutting

17.3 **S137 SPENDING** – To note that there was no spending in the financial year to 31st March 2023 under s137.

17.4 **EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/2023 AND EXEMPTION CERTIFICATE**

17.4.1 To consider/approve the Annual Governance Statement for year ending 31st

March 2023.

17.4.2 To consider/approve the Statement of Accounts for year ending 31st March 2023

17.4.3 To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2023.

17.4.4 To agree that Walton Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.

17.5 CHEQUE SIGNATORIES – To agree and amend, cheque signatories for the council's bank accounts. (Bank mandate will be updated as amendments are required).

17.6 ASSETS – To review and update, if required, the assets register.

18. ARCHIVING

19. TRAINING

20. CORRESPONDENCE AND LITERATURE RECEIVED BY THE CLERK - To note items of correspondence received since the last meeting and take actions as appropriate. Items attached.

RADAR SPEED SIGNS

21. NEWSLETTER

21.1 NEWSLETTER - Production frequency and Budget.

22. AGENDA ITEMS FOR NEXT MEETING - To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk in writing.

23. DATE OF NEXT MEETING(s) – all held in Walton Village Hall at 7.00pm.

July 11th 2023

September 12th 2023

November 9th 2023

January 9th 2024

March 12th 2024

May 14th 2024