

# WALTON PARISH COUNCIL

Clerk/RFO: Allan Dawes  
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You are summoned to attend the **ANNUAL** Meeting of the **WALTON PARISH COUNCIL** which will be held on **TUESDAY, 14<sup>th</sup> May 2024** 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 12TH MARCH 2024** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 12<sup>th</sup> March 2024.
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** – verbal including conclusion of Insurance review.
11. **SUBSCRIPTIONS** – To review the Parish council's subscription -
  - 11.1 **CALC** – To consider an invitation to renew the CALC annual subscription for 2023/24, £167.32
  - 11.2 **SLCC** – To consider a contribution towards the SLCC annual subscription for 2023/2024, £31.11

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.

9<sup>th</sup> July 2024

10<sup>th</sup> September 2024

12<sup>th</sup> November 2024

14<sup>th</sup> January 2025

11<sup>th</sup> March 2025

13<sup>th</sup> May 2025 – 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 & GRANT APPLICATIONS** - 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**

<b>Amount</b>	<b>Payee</b>		<b>Details</b>
£351.64	A Dawes		April Pay and expenses
£45.60	HMRC		April PAYE
£31.11	SLCC		2024 Membership
£167.32	CALC		2024 Subscription
£883.39	Zurich		Insurance 3 years

17.3 **S137 SPENDING** – To note that there was no spending in the financial year to 31<sup>st</sup> March 2024 under s137.

17.4 **EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/2024 AND EXEMPTION CERTIFICATE**

17.4.1 To consider/approve the Annual Governance Statement for year ending 31<sup>st</sup> March 2024.

**17.4.2** To consider/approve the Statement of Accounts for year ending 31st March 2024

**17.4.3** To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for the year ending 31<sup>st</sup> March 2024.

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

**18. LEAPS RIGG SOLAR FARM** - update

**19. TRAINING** – to consider training for Council Members and the Clerk for 2024

**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.

**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)** – held in Walton Village Hall at 7.30pm. 9<sup>th</sup> July 2024