

**SILK WILLOUGHBY PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
Thursday 9th June at 7.30pm in Silk Willoughby Village Hall**

Dear Councillor

I hereby give you notice the SILK WILLOUGHBY ANNUAL PARISH COUNCIL MEETING will be held on Thursday 9th June at 7.30pm. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Clerk to the Council: Rowena Boden Dated: 1st June 2022

Public Forum: The Parish Council Meeting will be preceded by a public forum, for which Councillors are also asked to be present, when members of the public may ask questions or make short statements to the Council. Members of the public are welcome to stay for the meeting but may not participate unless invited to do so by the Chairman.

AGENDA

1. **Election of Chairman:** To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. **Election of Vice-Chairman:** To elect the Vice-Chairman of the Council.
3. **To receive:** Declarations of Acceptance of Office and Members' Disclosable Pecuniary and other interests of all parish councillors
4. **Apologies for Absence:** To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
5. **To approve and accept** as a true record the notes of the meeting of the Parish Council held on 21 April 2022 and to authorise the Chairman to sign the official minutes.
6. **County Councillor and District Councillor reports:**
7. **To approve and amend (if necessary)** the Standing Orders – circulated to all Cllrs
8. **To approve and amend (if necessary):** The Financial Regulations – circulated to all Cllrs.
9. **To approve and adopt the Code of Conduct**
10. **To review the Asset Register**

11. To review and accept policies

- a. Health & Safety policy
- b. Equality and Diversity Policy
- c. Publication Scheme
- d. Freedom of Information Request;
- e. Data Protection Policy
- f. Data Breach Policy
- g. Complaints Policy
- h. Social Media Policy
- i. Records Retention Policy

12. Finance: 2021/22

- a) End of Year: Cash book and bank reconciliation as of March 2022
- b) Certificate of Exemption: AGAR 2021/22. To approve and give permission for Chairman and Responsible Finance Officer to sign.
- c) To receive Internal Auditors reports
- d) Annual Governance and Accountability Return: Section 1, Governance Statement. To approve and give permission for the Chairman and Clerk to sign.
- e) Annual Governance and Accountability Return: Section 2. To approve and give permission for the Chairman and Responsible Finance Officer to sign.
- f) Analysis of Variances. To approve the variances.
- g) Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. To approve the dates Monday 13 June – Friday 22 July 2022

13. Finance: 2022/23

- a. To approve and accept Bank Reconciliation and Cashbooks to 30th April
- b. To approve delegation of power for the RFO to complete the work.
- c. To approve payments as list below

Transfer Date	Payee	Amount
27/5/22	H. Hill (Audit)	£35.00
31/5/22	R. Boden (month 2)	TBC
31/5/22	Stationery via R. Boden	
12/6/22	ICO	£35.00

- d. To accept village hall accounts and rental increase

14. Chair's Report:

- a. Solar Farm
- b. Queen's Platinum Jubilee
- c. Topping/ Removal of tree on Rowan Drive

15. Clerk's Report:

- a. Traffic along Gorse Lane
- b. Website Maintenance
- c. Notification of Road Closure for maintenance – Walks Road, 8/6/22

16. Planning: To consider and make any comments on planning applications

- a. 22/0508/FUL – Four Seasons Garden Centre, London Road, Silk Willoughby.

17. Insurance: To approve insurance for the year

18. Training:

- a. Chair's Workshop
- b. Accounts Training

19. To consider items for inclusion on the agenda for next meeting.

20. Date of Next Meeting:

- a. To note the next meeting as 28 July 2022 at 7.30pm in the village hall.

The Council to decide if they are to move into closed session to discuss other matters.