

Agenda for Annual Meeting of Claxton Parish Council on Tuesday 16th May

Date: Tuesday 16th May 2023

Time: Following on from the Annual Parish Meeting

Place: Claxton Village Hall

Councillors are hereby summoned to the Annual Meeting of Claxton Parish Council. Members of the Press and the Public are invited to attend and address the Council during the public participation session. The law does not permit members of the public and the press to take part in the debates.

Charlotte Rust, Parish Clerk & RFO

AGENDA

- 1. To elect the Chair of the Parish Council.**
- 2. To elect the Vice Chair of the Parish Council.**
- 3. To receive the Declarations of Acceptance of Office forms from the newly elected Chair and Vice-Chair.**
- 4. To receive and approve apologies for absence.**
- 5. To receive any declarations of interest from Members & consider requests for dispensation**

Members are invited to declare Disclosable interests and other interests in items on the agenda as required by the Claxton Parish Council Code of Conduct for Members and by the Localism Act 2011.

- 6. To approve the minutes of the Parish Council meeting held on 21 March 2023.**
- 7. Adjournment for Public Participation (15 minutes allowed for). This provides an opportunity for members of the public to raise questions about and comment on items on the agenda before the Council make decisions.**
- 8. Reports from:**
 - Parish Clerk**
 - District Councillor, Cllr Vic Thomson**
 - County Councillor, Cllr Kay Mason-Billig**
- 9. AGAR:**
 - To receive and consider the Internal Auditor's report for the year ending 31st March 2023.**
 - To consider whether to exempt for an external audit and if so to authorise the Clerk and Chair to sign.**
 - To consider the assertions on, and complete, the Annual Governance Statement and to authorise the Clerk and Chair to sign.**

- **To consider and approve the Accounting Statements and to authorise the Chair to sign.**

10. Finance:

- **To receive a Statement of Accounts for the year ending 31st March 2023.**
- **To receive a Statement of Accounts as at 16th May 2023.**
- **To approve the renewal quote for the Parish Council's Insurance.**
 - **Additional costs for play area and fencing to insurance.**
- **To appoint new signatories.**
- **To note the bank balance.**
- **To note any receipts.**
- **To note any grants.**
- **To approve payment of invoices and other expenses received since last meeting (see payment schedule).**

11. Policies:

- **Approve Code of Conduct policy.**

12. Planning:

- **To receive any new planning applications and make comment.**
- **To receive the results and updates on any outstanding applications.**

13. Highways:

- **To receive a report on any highways issues outstanding.**

14. To receive updates from individual Council Members (for information only).

15. To receive any items for inclusion on the next agenda (for information only).

16. To confirm date and time of the next Parish Council Meeting as Tuesday 18th July at 7.30pm in Claxton Village Hall.