

WITHAM ST HUGHS PARISH COUNCIL

The Village Hall, Caraway Drive

Witham St Hughs

Lincoln

Telephone: 01522 869643

E-mail: parish.clerk@withamsthughs-pc.gov.uk

Website address: witham-st-hughs.parish.lincolnshire.gov.uk

NOTICE IS HEREBY GIVEN and COUNCILLORS are SUMMONED to attend the Annual Parish Council meeting of Witham St Hughs Parish Council to be held on Wednesday 17th May 2023 at 7pm in the village hall.

At which the under mentioned business will be transacted.

Following the election of the Chairman & Vice Chairman there will be a public forum for 10 minutes where members of the public may ask questions or make short statements to the Council. A further 10 minutes will be set aside to receive reports from the County & District Councillors. Your attendance is required during this time.

All public questions must be sent in beforehand, with speaking restricted 3 minutes per person.

Rachel Poppewell

Parish Clerk

12.05.2023

AGENDA

1. To Elect a Chairman for Witham St Hughs Parish Council for the ensuing year 2023/2024.
2. To receive the Declaration of Acceptance of Office form from the Chairman for 2023/2024.
3. To Elect a Vice-Chairman of Witham St Hughs Parish Council and to receive the Declaration of Acceptance of office form for the ensuing year 2023/2024.
4. Public Forum – To Resolve to suspend standing orders for a maximum of 20 minutes to allow members of the public, District and County Councillors to make comment or ask questions.
5. To receive Apologies for Absence.
6. To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interest and requests for dispensations.
7. To Resolve to fill by Co-option Parish Councillor Vacancies.
8. Health & Safety brief.
9. Notes of the Parish Council meeting held on Wednesday 19th April 2023 to be approved as minutes.
10. Clerks Update & Correspondence, and to Resolve to approve any subsequent actions.

11. To Appoint members to the following committees -

- a. Personnel Committee
- b. Allotment Committee

12. Finance.

- a. To Authorise the signing of orders for payment, list previously circulated.
- b. To receive the Bank Reconciliation as at 30.04.2023
- c. To review the budget as at the yearend 31.03.2023
- d. To approve the costs to repair the Allotments Carpark.

13. To review signing mandates for the Parish Council bank accounts.

14. To review & adopt the following policies.

- a. Standing Orders for the Council
- b. Financial Regulations for the Council, and to Resolve to accept variable Direct Debits & online Banking.
- c. Terms of Reference for the Personnel Committee.
- d. Terms of Reference for the Allotment Committee.

15. To resolve to agree Parish Council meeting dates for the year 2023/2024.

16. To receive the Annual Internal Audit report

17. To review the Asset Register as at 30.04.2022

18. To consider the renewal quotes for the Parish Council insurance – information previously circulated.

19. Village Hall Extension discussions.

20. DATE AND TIME OF NEXT MEETING.

Wednesday 21st June 2023 at 7pm