

Uffington Parish Council

Chairman: Councillor Lynne Padmore
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6th May 2024

To all Members, Uffington Parish Council

NOTICE IS HEREBY GIVEN that the Annual General Meeting of Uffington Parish Council for the municipal year 2024/25 will take place on the 13th May 2024 at 7:30pm to be held at Uffington Village Hall. Members are summoned to attend for the transaction of business on this agenda.



Sarah Windridge, Proper Officer of the Council

AGENDA

- 1. Election of Chairman**
To elect a Chairman to serve the municipal year 2024/25
- 2. Chairman's Declaration of Acceptance of Office**
The Chairman will be required to read out the declaration and sign.
- 3. Election of Vice Chairman**
To elect a Vice Chairman to serve the municipal year 2024/25
- 4. Vice Chairman's Declaration of Acceptance of Office**
The Vice Chairman will be required to read out the declaration and sign.
- 5. Apologies and declarations of Interest**
To receive apologies and record any pecuniary or non-pecuniary declarations of interest in matters relating to the business to be conducted on this agenda.
- 6. To accept the signed contract from the new Clerk and receive a clerk's report.**
- 7. Public Session**
The Chairman of the parish council will open the meeting and allow 15 minutes for members of the public to ask questions to the council, 3 minutes per person.
- 8. Minutes of the meeting held March 2024**
Copies have been distributed to members of the Council and will be displayed on the website.
- 9. Matters arising, for information, from the March 2024 minutes not otherwise on the agenda**
- 10. Confirmation of meeting dates and arrangements for 2024/25**
Members to adopt a calendar of meetings for the municipal year 2024/25
- 11. To receive report from Shropshire Councillor**
- 12. Confirmation of policies & procedures**
Members to confirm the adoption of the following policies;
 - a) Standing Orders**

b) Financial Regulations

c) Code of Conduct

d) Risk Assessment Schedule

13. Review of Parish Council asset register

14. To appoint insurers for the period 01/06/24 – 31/05/25

15. Confirmation of bankers, auditors and cheque signatories

Members to consider the current arrangements and any recommendations as listed by the Clerk/RFO

16. Annual return ending 31st March 2024

Council to receive, approve and sign (as appropriate) the following:

- a) Final bank reconciliation and accounts 2022/23
- b) Internal Audit report 2022/23 (AGAR part 2 page 4)
- c) Certificate of Exemption (AGAR part 2 page 3)
- d) Annual Governance statement (AGAR part 2 page 5)
- e) Summary accounting statements (AGAR part 2 page 6)

17. Current financial matters:

- a) Payments - To approve outstanding accounts for payment
- b) Bank reconciliation to 13 May 2023

18. Annual subscriptions

Members to consider approval of subscriptions to continue past current membership

19. Representatives on Outside Bodies

Members to appoint representatives to the outside bodies.

20. Appointments to Committees (*min 3 members, Chair is ex-officio*)

21. Planning and enforcement

- a) To consider any planning applications.
- b) To review the status of any enforcement cases in the parish.

22. Clerks report

To receive any verbal reports or updates from the Clerk.

23. Correspondence

To consider any items for discussion or consider actions appropriate.

24. Highway matters

25. Update on Eon street lighting

26. To consider co-option for the Casual Vacancies

27. Future agenda items

Councillors' opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for detailed debate or decision making.

Date of future meetings:

8th July 2024 (Full Council), 7:30pm at Uffington village hall.