

## **MUCH MARCLE PARISH COUNCIL**

Parish Councillors are summoned to the Annual Meeting of the Parish Council,  
**At Much Marcle Memorial Hall**  
**On Wednesday, 10<sup>th</sup> May at 7.30pm**

### **AGENDA**

- 1. To elect the Chairman of the Council and to receive Chairman's signature on the Declaration of Acceptance of Office Form.**
- 2. To elect the Vice-Chairman of the Council.**
- 3. To receive and accept apologies for absence.**
- 4. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items.**
- 5. Councillor Forms**
  - 5.1 To receive signed Declaration of Acceptance of Office forms from all Cllrs.
  - 5.2 To remind councillors to submit their Register of Interests form to Herefordshire Council within 28 days.
- 6. To agree and sign the minutes of the Parish Council meeting held on the 7<sup>th</sup> March and the Extra meetings held on the 6<sup>th</sup> April and 12<sup>th</sup> April 2023.**
- 7. Public Participation**

Designated maximum period of 15 minutes to accommodate members of the public who may wish to raise relevant issues or ask the Parish Council Questions in respect of business itemised on the agenda and shall not speak for more than three minutes.
- 8. Reports**
  - 8.1 Ward Cllrs report.
- 9. To note the attendance record of councillors at meetings during 2022-23**
- 10. To (re)adopt Standing Orders noting amendments to section 18 as per the April 2022 update and to policy numbers 3s and 8a with the addition of 'that voting may take place by paper ballot, for appropriate actions such as co-option of a councillor.'**
- 11. Parish Council Vacancy**
  - 11.1 To consider applicants for co-option to Much Marcle Parish Council.
- 12. To review MMPC policies and adopt, (re)adopt as necessary**
  - 12.1 Code of Conduct – Appendix 2
  - 12.2 Financial Regulations – Appendix 3
  - 12.3 Risk Register, Schedule Assessment and Finance Controls – Appendix 4a and 4b**
  - 12.4 Risk Management Policy – Appendix 5**
  - 12.5 Policy for dealing with planning applications – Appendix 6**
  - 12.6 Reserves Policy – Appendix 7**
  - 12.7 Asset Register – Appendix 8**
  - 12.8 To consider agreement to continue to comply with the transparency code.
  - 12.9 To remind councillors of the self-disqualification law.
- 13. Finance**
  - 13.1 To note the End of Year Finance report and bank balances - Appendix 9
  - 13.2 To note the May Finance Report and Bank Balances - Appendix 10
  - 13.3 To consider and approve the internal audit report 2022-23 - Appendix 11

## Agenda - Annual Meeting of the Parish Council 10<sup>th</sup> May 2023

- 13.4 To consider and approve the Annual Governance Statement – Appendix 12
- 13.5 To consider and approve the Annual Return Accounting Statements – Appendix 13
- 13.6 To consider eligibility for external audit exemption and sign the certificate – Appendix 14
- 13.7 To consider the internal auditor for 2023-24
- 13.8 To consider continuing to use the “payments and receipts” accounting method for 2023-24
- 13.9 To consider any regular payments (DD)
- 13.10 To consider a move from Lloyds Bank to Unity bank and signatories.
- 13.11 To consider the storage of the Deeds held at Lloyds Bank, Hereford.
- 13.12 To confirm the clerk’s delegated authority to make payments between meetings as necessary.
- 13.13 To consider clerk’s claim for 2 hours overtime for March 2023.
- 13.14 To consider the following invoices for payment:
  - 13.14.1 Clerk Salary April
  - 13.14.2 Clerk’s Expenses £94.48 as circulated previously.
  - 13.14.3 PATA payroll Annual Service fee - £103.20
- 13.15 To note payments made between meetings:
- 13.16 To note income received:
  - 13.16.1 Precept £4960 21.4.23

### **14. To appoint Members to serve on Working Groups.**

- 14.1 Finance
- 14.2 Planning
- 14.3 Highways
- 14.4 Footpaths
- 14.5 Environment and Community

### **15. To Appoint Representatives to Outside Bodies**

- 15.1 Much Marcle Memorial Hall

### **16. Planning**

- 16.1 To confirm the clerk’s delegated authority to respond to planning queries between meetings.
- 16.2 To note planning decisions made by Herefordshire Council:

### **17. Much Marcle Memorial Hall**

- 17.1 To receive a report from the Parish Council Representative and consider any actions.

### **18. Highways/Footpaths**

- 18.1 To receive a report from the Footpath Group and consider actions.
- 18.2 To receive a report from the Highways Group and consider actions.

### **19. To consider meetings for 2023-24**

### **20. Correspondence**

### **21. To consider items for the next meeting – no discussion.**

### **22. To note the date of the next meeting.**

*Rachel Freestone*

Date: 03.05.23

Rachel Freestone

Parish Clerk – Much Marcle Parish Council.