

HOW CAPLE SOLLERSHOPE AND YATTON PARISH COUNCIL
Councillors are summoned to attend a meeting of the Parish Council
on
Tuesday 16 May 2023 at 7pm
At Brockhampton Village Hall

Members of the Public and Press are cordially invited to attend

AGENDA

- 1. To elect the Chairman of the Council for 2023/24 and receive Declaration of Acceptance of Office**
- 2. To receive apologies for absence**
- 3. To receive declarations of interest and written dispensation requests**
- 4. To elect the Vice Chairman of the Council for 2023/24 and receive the Declaration of Acceptance of Office**
- 5. To consider the minutes of the Parish Council meeting held on the 7th March 2023**
- 6. Finance:**
 - 6.1. To receive financial report for year ending 31 March 2023
 - 6.2. To consider and approve the Asset Register for 2022/23
 - 6.3. To consider the Annual Governance and Accounting Return for 2022/23:
 - 6.3.1.To consider and approve the Certificate of Exemption
 - 6.3.2.To receive and note the Annual Internal Audit Report
 - 6.3.3.To consider, approve and sign the Annual Governance Statement
 - 6.3.4.To consider, approve and sign the Accounting Statement
 - 6.3.5.To set the dates of the Period for the Exercise of Public Rights
 - 6.4. To receive update on banking mandate and signatories and agree action as required
 - 6.5. To consider and approve insurance provision for 2023/2024
 - 6.6. To consider any invoices due for payment, including but not limited to:
 - 6.6.1.Phil Partridge, Internal Audit 2021/22 £100.00
 - 6.6.2.BHIB, £270.58
 - 6.6.3.Jeremy Moore, Lengthsman (March), £124.00
 - 6.6.4.HALC, Clerk Recruitment Fees, £220.00 plus £44.00 VAT
 - 6.6.5.Autela Payroll Services (Jan, Feb, March), £46.80 plus £9.36 VAT
 - 6.6.6.John Jackson, reimbursement of admin expenses, £12.13
 - 6.6.7.Helen Tinson, Clerk Salary (March and April), in accordance with contract
 - 6.6.8.Helen Tinson, Reimbursement of ICO Fees, £40.00
 - 6.6.9.Helen Tinson, Reimbursement of HP Instant Ink Fees (November) £4.99 plus £1.00 VAT
- 7. Working Groups:**
 - 7.1. To consider and appoint members to Working Groups:
 - 7.1.1.Finance
 - 7.1.2.Highways and Footpaths
 - 7.1.3.Planning
 - 7.1.4.Employment

- 8. Policies and Procedures:** To review the following policies:
 - 8.1. Code of Conduct
 - 8.2. Standing Orders
 - 8.3. Financial Regulations
 - 8.4. Risk Management Policy and Risk Register
 - 8.5. Planning Policy

- 9. Meeting Dates:** To consider and approve the meeting dates for 2023/24 and note increase in costs

- 10. Public Participation:**
 - 5.1 To receive report from the Ward Councillor
 - 5.2 To receive report from PCSO Kirsten Kysow, Safer Neighbourhood Team
 - 5.3 To receive representations from the Public

- 11. Community:**
 - 11.1. To review the community event in celebration of the Coronation of King Charles III
 - 11.1.1. Reimburse any outstanding expenses
 - 11.1.2. Receive and consider the money raised from the raffle
 - 11.2. To receive an update of mobile and broadband coverage and agree action

- 12. Highways and Footpaths:**
 - 12.1. SIDs: to receive update and agree action as required
 - 12.2. Verges: to consider annual verge cutting programme

- 13. Training:** To consider training requirements of the new council

- 14. Clerk's Report:** To receive the Clerk's report

- 15. Next Meeting:** To note the date of the next meeting 11th July 2023, and propose agenda items

Signed: Helen Tinson, Clerk

Dated: 11th May 2023