

**Date of Publication:** 7 May 2024

**TO: ALL MEMBERS OF STAPLETON GROUP PARISH COUNCIL:** Councillors  
Caroline Scatcherd (Chair), Margaret Edwards (vice-Chair), Myra Chilman, Paul  
Segrot, Jonathan Rogers and Stephen Weaver.

### **NOTICE OF MEETING**

You are hereby summoned to attend **The Annual Parish Council Meeting, followed by the scheduled Parish Council meeting** of Stapleton Group Parish Council which will be held at **Kinsham Village Hall** on **Monday 20 May 2024 commencing at 7.30pm** at which your attendance is required. Members of the Press and Public are invited to attend.

*Cheryl Woolley*

Cheryl Woolley  
CLERK TO THE COUNCIL

#### **AGENDA – ANNUAL PARISH COUNCIL MEETING**

<b>No</b>	<b>Item</b>	<b>Description</b>
<b>24.1</b>	<b>ELECTION OF CHAIR</b>	To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office
<b>24.2</b>	<b>ELECTION OF VICE-CHAIR</b>	To elect the Vice-Chair of the Council and to receive the Vice-Chair's Declaration of Acceptance of Office.
<b>24.3</b>	<b>APOLOGIES:</b>	To receive apologies for absence.
<b>24.4</b>	<b>DECLARATIONS OF INTEREST:</b>	To note declarations of interest and receive written requests for dispensation.
<b>24.5</b>	<b>STANDING ORDERS</b>	To formally adopt Standing Orders for 2024/25. A copy has been sent to all Councillors.
<b>24.6</b>	<b>FINANCIAL REGULATIONS</b>	To formally adopt Financial Regulations for 2024/25. A copy has been sent to all Councillors.
<b>24.7</b>	<b>CODE OF CONDUCT</b>	To formally adopt the HCC Code of Conduct. A copy has been sent to all Councillors
<b>24.8</b>	<b>TO CONSIDER</b>	<b>ARRANGEMENTS FOR 2024/25</b>
	<b>8.1</b>	Bank Mandate: Signatories etc
	<b>8.2</b>	To discuss appointment of Internal Auditor
	<b>8.3</b>	Register of Interests
	<b>8.4</b>	<b>Meeting Schedule:</b> To confirm the following meeting schedules for 2024/25: Monday 15 July 2024 Monday 16 September 2024 Monday 18 November 2024 Monday 20 January 2025 Monday 17 March 2025
	<b>AGENDA</b>	<b>SCHEDULE MEETING</b>
<b>24.9</b>	<b>APOLOGIES</b>	To receive apologies for absence
<b>24.10</b>	<b>DECLARATIONS OF INTEREST</b>	To note declarations of interest and receive written requests for dispensation.
<b>24.11</b>	<b>OPEN SESSION</b>	
	<b>11.1</b>	To receive representations from members of the public on other parish matters, (Maximum 5 minutes per person up to a maximum of 15 minutes in total).
	<b>11.2</b>	Report from West Mercia Police if in attendance
	<b>11.3</b>	To receive a report from Ward Councillor Carole Gandy (Herefordshire Council Mortimer Ward).

<b>24.12</b>	<b>MINUTES</b>	
	<b>12.1</b>	To approve the Minutes of the meeting held on 8 April 2024
<b>24.13</b>	<b>FINANCE</b>	
	<b>13.1</b>	<p><b>Outstanding Accounts –</b>            To approve and sign the following invoices for payment.            S A Ruell Drainage works etc £ 960.00            RPM – electrics phone box re Defib - £ 1,068.00            Clerk – reimburse Go daddy Domain renewals £ 35.98            Clear Councils Insurance £ 524.29 (after this has been discussed)            Paul Russell – Internal Audit £ 110.00            Hugo Fox monthly Sub £ 11.99            Plus, other invoices received after this agenda was published.</p> <p>To note receipt of the first instalment of the precept £ 4,700</p>
	<b>13.2</b>	To note the balance at the bank after the above payments and receipts would be £ 16,349.42 current account and Bank reconciliation to be signed.
	<b>13.3</b>	To discuss/approve the Income and Expenditure for the year ended 31 March 2024
	<b>13.4</b>	To discuss and note the internal auditors report 31 March 2024
	<b>13.5</b>	To discuss and approve the AGAR for 2023/24 for submission to external auditors
<b>24.14</b>	<b>PLANNING</b>	To consider any planning consultations received from Herefordshire Council and agree comments (if any) to be submitted by the Parish Council for determination by Herefordshire Council.
	<b>14.1</b>	None
<b>24.15</b>	<b>WORKING GROUPS</b>	
	<b>15.1</b>	Parish Report – to include accidents at Combe, siting of new bench, new road signs Kinsham and Byton etc.
	<b>15.2</b>	Footpath Officers update: - Discuss Dog Friendly Gates
	<b>15.3</b>	SID Bases – where should they go
<b>24.16</b>	<b>NEXT MEETING</b>	The next meeting of the Parish Council will take place on Monday 15 July 2024 at 7.30pm.
<b>24.17</b>	<b>AGENDA ITEMS FOR NEXT MEETING</b>	To receive agenda items for the next meeting:
	<b>CLOSE</b>	