

Date of Publication: 9 May 2023

TO: ALL MEMBERS OF STAPLETON GROUP PARISH COUNCIL: Councillors Caroline Scatcherd (Chair), Margaret Edwards (Vice-chair), Myra Chilman, Jonathan Rogers, Paul Segrott and Steven Weaver

NOTICE OF MEETING

You are hereby summoned to attend the **Annual Parish Council Meeting**, which will be held at Kinsham Village Hall on **Tuesday 16 May 2023 commencing at 7:30pm** at which your attendance is required. Members of the Press and Public are invited to attend.

Cheryl Woolley

CLERK TO THE COUNCIL

No	Item	Description
1	ELECTION OF CHAIR	To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office
2	ELECTION OF VICE-CHAIR	To elect the Vice - Chair of the Council.
1	APOLOGIES:	To receive apologies for absence.
2	DECLARATIONS OF INTEREST:	To note declarations of interest and receive written requests for dispensation.
3	CO OPTION OF COUNCILLOR	
4	PUBLIC PARTICIPATION:	Limited to 20 minutes
	4.1	To receive a report from Ward Councillor Carole Gandy
	4.2	Report from West Mercia Police
	4.3	Views of residents on Parish matters
5	MINUTES:	To approve the Minutes of the Full Council held on 20 March 2023
6	WORKING GROUPS	To appoint members to the following Working Groups: Finance Working Group PROW Officer Village Hall Representatives
7	STANDING ORDERS	To formally adopt Standing Orders for 2023/24. A copy is available on the Parish Council Website.
8	FINANCIAL REGULATIONS	To formally adopt Financial Regulations for 2023/24. A copy is available on the Parish Council Website.
9	CODE OF CONDUCT	To formally adopt Code of Conduct. A copy has been sent to all Councillors.
10	FINANCE:	
	10.1	Outstanding Accounts – To ratify the following payment of accounts/invoices: Stuart Ruell £ 546.00 – Ground works To reimburse clerks expenses – Go daddy Domain name £ 33.55. To note receipt of the first precept payment of £ 4,700 for 2023/2024.
	10.2	Cheque/Account Signatories - To confirm and add cheque/bank signatories and account authorisation for 2023/24.
	10.3	AUDIT AND AGAR- To note the End of Year bank balance and finance report and sign both To consider and approve the internal audit report 2022-23 (appendix i) To consider and approve the Annual Governance Statement (appendix ii) To consider and approve the Annual Return Accounting statements (appendix iii)
	10.4	To sign cheques in accordance with 5.1, bank reconciliation and invoices and to note the bank balance after the above payments £18,664.46.
	10.5	Review Insurance renewal – The renewal date is 1 June 2023. Councillors have been sent renewal details. Agree to pay Insurance £240.26.
	10.6	Meeting Schedule: To confirm the following meeting schedules for

11		2023/24: - Monday 10 July 2023 Monday 11 September 2023 Monday 13 November 2023 Monday 15 January 2024
	PLANNING:	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.
		To consider responding to the following application:
	11.1	None at present
12	ENVIRONMENT AND VILLAGE:	
	12.1	Update on Defibrillators – to approve the quotation for the electrics £1,068 R P M Electrical.
	12.2	Verge Cutting – to decide on areas that do not need cutting (if any)
	12.3	Update on Noticeboards
	12.4	Update on Cemetery
13	NEXT MEETING	Monday 10 July 2023 at 7.30pm Parish Council Meeting followed by monthly meeting.
	13.1	To raise items for next agenda.
	CLOSE	