

Councillors,

You are summoned to the next meeting of Tetford & Salmonby Parish Council which will be held on Wednesday 11th May 2022 in Hamilton Hall which starts at 7.30pm

Part A: Annual Council Meeting procedural items

Part B: Business meeting of the Parish Council, which will commence with 10 minutes of Open Forum time for members of the public to raise any issues. Parishioners are then requested not to interrupt during the business of the meeting.

Signed:

Madeline Hoad

Madeline Hoad, Parish Clerk
3rd May 2021

AGENDA

Part A

1. **APOLOGIES** – Council to receive any apologies for absence & resolve acceptance.
2. **TO ELECT THE CHAIRMAN OF THE COUNCIL** – Council to receive nominations for Chairman, nominees to accept nomination; Council to elect the Chairman. Elected Chairman to sign Declaration of Acceptance of Office.
3. **TO ELECT THE VICE CHAIRMAN OF THE COUNCIL** – Council to receive nominations for Vice-Chairman, nominees to accept the nomination & Council to elect a member as Vice-Chairman
4. **PERSONNEL COMMITTEE** – Council to elect two members to the Committee with responsibility for the Clerk.
5. **STANDING ORDERS** – Council to consider the document & resolve any action to be taken at this time or place on June agenda for attention.
6. **RISK ASSESSMENT** – Council to consider the Managing Document & resolve any amendments or place on June agenda for attention.

Part B

(A maximum of 10 minutes will be provided for public participation)

7. **CHAIRMAN'S WELCOME AND REMARKS**
8. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATION** – Council to

consider any declarations of interest & requests for dispensation and resolve action to be taken.

9. **NOTES** of the Parish Planning Meeting held on Wednesday 13th April 2022 to be approved as minutes & any points to be noted.

10. **MEETING DATES FOR 2022/23** – Council to agree meetings dates for the forthcoming civic year

11. **FINANCIAL MATTERS**

- a. Accounts to be paid/authorised – Clerks Salary & Expenses for April 2022; Internal Audit fee Jen Cooper £40; Eurooffice Inks £35.60 Council to approve payments
- b. Annual Internal Audit Report 2021/22 – Council to accept the report & confirm action to be taken on any recommendations.
- c. External Audit 1st April 2021 to 31st March 2022 – Council to confirm its exemption from submitting the completed Annual Governance & Accountability Return to the external auditor for a limited assurance review noting that Council is exempt due to the gross income or gross expenditure being under the £25,000 threshold therefore enabling the Council to meet the exemption criteria.
- d. Annual Governance & Accountability Return – Annual Governance Statement 2021/22 – Council to approve Section 1 as accurate or resolve any action to be taken.
- e. Annual Governance & Accountability Return – Accounting Statements – Council to approve the Accounting Statements as correct
- f. External Audit – Exercise of Public Rights – Council to confirm the period for the exercise of public rights as required by Regulation 15 (2) Accounts & Audit Regulations 2025 – Clerk to place all relevant paperwork on the Parish Council website to comply.
- g. Annual Mandatory Insurance Policy Renewal – Council to consider the quotation, determine provision and if appropriate agree payment of renewal (£434.66 due 1st June 2022)
- h. Councillors Budget Statement – Council to note as at end of April 2022, comment and approve.

12. **ANNUAL PARISH MEETING** – Council to agree agenda for APM.

13. **PLANNING MATTERS**

Council to consider any planning applications which have been received following the publication of this agenda and notification of any planning decisions.

- a. ELDC Planning Complaint – Council to agree questions for submission to Cllrs Leyland & Gildersleeves prior to attendance at June meeting.

14. **RECREATION GROUND UPDATE** – Council to receive any update.
15. **GRASS CUTTING** – Council to receive any update.
16. **NEIGHBOURHOOD PROJECTS & COMMUNITY ENGAGEMENT** – Council to receive any update and consider any further action required.
 - a. Queens Platinum Jubilee Celebrations
 - b. Commemorative tree for Jubilee
17. **DIFIBRILLATOR** – Council to receive any update.
18. **EDWARD RICHARDSON TRUST REPORT** – Council to receive any update.
19. **HIGHWAYS & FOOTPATHS** – Council to receive any update on outstanding matters & to consider new items for the Clerk to report.
20. **COMMUNITY SPEED WATCH PROGRAMME** – Council to receive any update.

For Information:

21. **DISTRICT COUNCILLOR REPORT**
22. **COUNTY COUNCILLOR REPORT.**
23. **CORRESPONDENCE** - For information
24. **COUNCILLORS REPORTS** – Council to receive any reports.
25. **ITEMS FOR THE NEXT AGENDA** – Council to receive any items for the next agenda.

NEXT PARISH COUNCIL MEETING – Wednesday 8th June 7.30pm