

Councillors,

You are summoned to the Meeting of Tetford & Salmonby Parish Council which will be held on Wednesday 21<sup>st</sup> June<sup>th</sup> 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.

*Emily Hopwood*

Parish Clerk

14<sup>th</sup> June 2023

<b>AGENDA</b>
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**Part A**

1. **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.
2. **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.
3. **APOLOGIES** – Council to receive any apologies for absence & resolve acceptance.
4. **PERSONNEL COMMITTEE** – Council to elect two members to the Committee with responsibility for the Clerk.
5. **ACCEPTANCE OF OFFICE** – All councillors to sign acceptance of office letters

**Part B**

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

6. **CHAIRMANS WELCOME AND REMARKS**
7. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATION** – Council to consider any declarations of interest & requests for dispensation and resolve action to be taken.

**8. NOTES of the Parish Meeting held on Wednesday 12<sup>th</sup> April 2023 to be approved and any points to be noted.**

**9. FINANCIAL MATTERS**

- a. Accounts to be paid/authorised – Accounts payment sheet circulated - Council to approve payments.
- b. Bank Reconciliation – Council to note bank reconciliation at end of April and May 2023, comment and approve.
- c. Councillors Budget Statement – Council to note as at end of April and May 2023, comment and approve.
- d. Insurance – Council to note autorenewal
- e. Annual Internal Audit Report 2022/2023 – Council to accept the report and confirm action to be taken on any recommendations.
- f. External Audit 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 – Council to confirm its exemption from submitting the completed Annual Governance & Accountability Return to the external auditors for a limited assurance review. The Council is exempt due to the gross income and expenditure being under the £25,000 threshold for exemption.
- g. Annual Governance & Accountability Return – Council to approve section one as accurate or resolve any action to be taken.
- h. 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 then place all relevant paperwork on the website to ensure compliance.

**10. ANNUAL PARISH MEETING** – Council to date and agree agenda for APM

**11. 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) S/177/01149/23 – Brook House Farm, Little London, Tetford, Horncastle, LN9 6QL

**12. SOCIAL MEDIA** – Council to consider current policy and any amendments.

**13. RECREATION GROUND UPDATE** – Council to consider a member to join the group.

**14. GRASS CUTTING**– Council to receive any update.

**15. NEIGHBOURHOOD PROJECTS** – Council to receive any updates and consider any further action required.

**16. HIGHWAYS & FOOTPATHS** – Council to receive any updates on outstanding matters & to consider new items for the Clerk to report.

- 17. **PATIENTS PARTICIPATION GROUP** – Council to consider a member to join the group.
- 18. **DIFIBRILLATOR** – Council to receive any update.
- 19. **EDWARD RICHARDSON TRUST REPORT** – Council to consider a member to join the group.

**For Information:**

20. **DISTRICT COUNCILLOR REPORT**

21. **COUNTY COUNCILLOR REPORT.**

22. **COUNCILLORS REPORTS** – Council to receive any reports from Cllrs.

23. **ITEMS FOR THE NEXT AGENDA** – Council to receive any items for the next agenda.

24. **NEXT MEETING DATE** – Council to confirm the following meeting dates