

TETFORD AND SALMONBY PARISH COUNCIL

Web: <https://tetford.parish.lincolnshire.gov.uk/>

Councillors,

You are summoned to the Meeting of Tetford & Salmonby Parish Council which will be held on Wednesday 11th September 2024, in Hamilton Hall, starting at 7:30pm

The meeting will commence with a maximum of 10 minutes Open Forum for members of the public to raise any issues. Parishioners are then requested not to interrupt during the business of the meeting

Ellen M Hoad

Acting Proper Officer
6th September 2024

AGENDA

1. **CHAIRMANS WELCOME AND REMARKS**
2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATION** - Council to consider any declarations of interest and dispensation and resolve action to be taken.
3. **NOTES** of the Parish Meetings held on 8th May 2024, 12th June 2024, 10th July 2024 and Extraordinary Meeting held on 17th July 2024 – to be approved and points noted.
4. **FINANCIAL MATTERS**
 - a. Accounts to be paid/authorised – Account payment sheet circulated – Council to approve payments.
 - b. External Audit 1st April 2023 – 31st March 2024 – 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.
 - c. Annual Governance & Accountability Return – Council to approve section 1 & 2 as accurate or resolve any action to be taken.
 - d. 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.
 - e. Internal Audit – Council to consider the appointment of an internal auditor to review 2023/24 Financial accounts and governance.
5. **POSITION OF CLERK** – Council to receive an update on Clerk vacancy / position and consider any action required.
6. **PARISH COUNCIL EQUIPMENT** – Council to consider upgrading of current PC laptop.

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7. **COUNCIL & COUNCILLOR RECORDS** – Council to review situation regarding outstanding Council documentation and sign DPI forms for district Council.
8. **PLANNING MATTERS** - Council to consider any planning applications which have been received following the publication of this agenda and notification of any planning decisions.
9. **HARRASSEMENT POLICY** – Council to review drafted harassment policy and resolve whether to adopt.
10. **BUS SHELTER PROJECT** – Council to receive update on project and resolve any further action required.

For Information:

- I. **DISTRICT COUNCILLOR REPORT**
- II. **COUNTRY COUNCILLOR REPORT**
- III. **CORRESPONDENCE**
- IV. **COUNCILLORS REPORTS** – Council to receive any reports from Cllrs
- V. **ITEMS FOR THE NEXT AGENDA** – Council to receive any items for the next agenda

NEXT SCHEDULED PARISH COUNCIL MEETING – 9TH OCTOBER 2024