

**POINTON & SEMPRINGHAM PARISH COUNCIL**

**ANNUAL PARISH COUNCIL MEETING**

**Tuesday 21st May at 7.30pm in St. Gilberts Primary School**

Dear Councillor

I hereby give you notice the POINTON & SEMPRINGHAM PARISH COUNCIL will be held on Tuesday 21st May at 7.30pm. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Clerk to the Council: Rowena Boden Dated: 15<sup>th</sup> May 2024

To be noted that the meeting may be recorded for the purpose of transparency.

**AGENDA for the ANNUAL PARISH COUNCIL MEETING.**

1. To elect a Chairman of the Council and sign the Declaration of Acceptance of Office
2. To elect a Vice Chairman of the Council and sign the Declaration of Acceptance of Office
  
3. To receive a report from the County Councillor
4. To receive a report from the District Councillor
5. To receive questions from members of the public
  
6. To receive and accept apologies for absence.
7. To receive Declarations of interest for items within the agenda.
8. To approve the minutes of the meeting held on the 16<sup>th</sup> April 2024 and for the chair to sign.
9. To review the members of the HR Committee.
10. To review Standing Orders (Copy sent in Cllr pack but also on website)
11. To review Financial Regulations (Copy sent in Cllr pack but on website)

**12. Finances 2023/24**

AGAR 2023/24: To finalise the accounts for the year 2023/24

- a) End of Year: Cash book and bank reconciliation as of March 2024
- b) Certificate of Exemption: AGAR 2023/24. To approve and give permission for Chairman and Responsible Finance Officer to sign.
- c) To receive the Internal Auditors report.

- d) Annual Governance and Accountability Return: Section 1, Governance Statement. To approve and give permission for the Chairman and Clerk to sign.
- e) Annual Governance and Accountability Return: Section 2. To approve and give permission for the Chairman and Responsible Finance Officer to sign.
- f) Analysis of Variances. To approve the variances.
- g) Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. To approve the dates Monday 3<sup>rd</sup> June – Friday 12<sup>th</sup> July 2024.

### 13. Finances 2024/25

- a) To receive a report of payments, made between meetings, in the financial year 2024/25

Date	Payee	Amount
11/4/24	Prestige Landscapes	£180.00
11/4/24	LALC (Membership – 14354)	£177.02
11/4/24	LALC -ATS	£132.00
22/4/24	SKDC Trade Waste (May)	£19.00
23/4/24	LALC (Training - 14785)	£15.00
23/4/24	SLCC (Membership)	£74.00
26/4/24	Electricity S/O	13.21
1/5/24	Prestige Landscapes	360.00

- b) To approve payments as list below.

Invoice Date	Payee	Amount
31/5/24	R. Boden (Wage – month 2)	GDPR
June Invoice	SKDC (Trade Waste)	£19.00 (S/O)
26/5/24	Electricity S/O	£12.79
30/4/24	LALC (Internal Audit – 14809)	£180

- c) To accept the list of payments received.

Date	Payee	Amount
9/5/24	Football Club	£50.00

- d) To approve the bank reconciliation.

**14.** To review policies listed below:

- a) Complaints Policy (Copy sent in Cllr pack but also on website)
- b) Grant Policy (Copy sent in Cllr pack but also on website)

**15.** To approve Insurance for Year 2024/25

**16.** Clerk's Report. To receive updates

**17.** Pavilion

- a) To consider the creation of a questionnaire
- b) To consider further fundraising

**18.** Planning Applications.

S24/0445 Cobthorne, 35 Village Streets, Millthorpe, Lincolnshire, NG34 0LD. Proposed 2 storey rear extension, proposed link and conversion of outbuildings and alterations (re-submission of S23/0749).

Decision: Approved

**19.** To consider items for inclusion on the agenda for the next meeting.

**20.** Date and time of next meeting 18<sup>th</sup> June at 7.30pm.