



Buckland & Chipping Parish Council

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MEETING No 327 of BUCKLAND & CHIPPING PARISH COUNCIL Annual Parish Council Meeting

Monday 13th May 2024, 7.30pm in St Andrew's Church, Buckland

To: Cllrs Helen Dauris(Chair), Robert Arkle (Vice), Jeff Kenyon, Penny Baxter-Newman, Debbie Thompson, Simon Dela-Nougarede

You are summoned to attend Meeting No 327 to transact the business on this agenda.

Public and press are welcome to attend, although under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, they may be excluded for the discussion of confidential business. Please note that Public participation is not permitted, except during the time designated for public comments.

C Scott

Mrs C Scott,

Date: 7th May 2024

Clerk to Buckland and Chipping Parish Council

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

AGENDA

In accordance with The Openness of Local Government Bodies Regulations 2014, SI 2095, only non-confidential business (press and public present) may be filmed, recorded, photographed, broadcast, or reported via social media by any person. Recording and reporting the Council's meetings is subject to the law, including the Human Rights Act, the Data Protection Act, and the laws of libel and defamation, and it is the responsibility of those doing so to comply.

- 327.1 To elect a Chairman for the ensuing year**
- 327.2 To receive Chairman's Declaration of Acceptance of Office**
- 327.3 To consider appointing a Vice-Chairman for the ensuing year**
- 327.4 To consider appointing representatives to outside bodies**
- 327.5 Apologies for absence**
To receive and accept apologies for absence.
- 327.6 Declarations of Interest and dispensations**
 - 1. To receive declarations of interest from councillors on items on the agenda** (including non-pecuniary, with the nature of the interest). Members with a Disclosable Pecuniary Interest (DPI) in any agenda item, whether registered or not, must not participate in any discussion on the matter, cannot vote on the matter and must leave the room whilst any discussion or voting is taking place.
 - 2. To receive and consider members' written requests for dispensations for declarable interests** (if any)
 - 3. To grant any requests for dispensation as appropriate**
- 327.7 Minutes:**
 - 1. To confirm the minutes of Buckland and Chipping Parish Council Meeting 326, 4th March 2023 as an accurate record of proceedings**

- 327.8 Reports to the Council**
To receive reports from representatives on outside bodies, local authorities and agencies
- 327.9 Public Comments: Limited to 15 minutes**
Members of the public and councillors can raise matters of concern.
- 327.10 Finance**
 - 1.** To authorise payments made in accordance with the budget
 - 2.** To note receipt of income
 - 3.** To receive summary report of receipts and payments against budget
 - 4.** To receive bank reconciliation
 - 5.** To approve insurance renewal by Zurich Municipal for 2024-25
 - 6.** To receive and approve the asset register at 31st March 2024
 - 7.** To receive and approve the earmarked reserves at 31st March 2024
 - 8.** To note that the VAT return for 31st March 2024 has been submitted
 - 9.** To agree to apply for East Herts Levelling Up Grant
 - 10.** Annual Governance and Accountability Return (AGAR) 2023/24 Audit requirements for the year ending 2023/24
 - 1.** To approve the Annual Accounts 2023/24
 - 2.** To approve the Certificate of Exemption 2023/24
 - 3.** To approve the Annual Internal Auditor Report for the year 2023/24
 - 4.** To approve Section 1, the Annual Governance Statement 2023/24
 - 5.** To approve Section 2, Accounting Statements 2023/24
 - 6.** To agree the dates for the public rights period, 3rd June – 12th July 2024
 - 11.** To approve annual subscription to Microsoft 360 Business
- 327.11 Planning**
To receive a planning report on applications and decisions
- 327.12 Policies & Procedures**
 - 1. To review Standing Orders**
 - 2. To review Code of Conduct**
 - 3. To agree Retention of Documents**
 - 4. To agree Committee and Working Parties Terms of Reference**
 - 5. To consider the appointment of Committees**
 - 6. To agree Calendar of Meetings**
 - 7. To agree Complaints Procedure**
 - 8. To agree Grievance Procedure**
- 327.13 Reports from Working Parties and Committees**
 - 1. June Newsletter:**
 - 1.** to discuss content
 - 2.** to agree an editor
 - 3.** to agree delivery date
 - 2. D-Day celebrations**
 - 3. CCT Matters**
- 327.14 To note items for future agendas:** and to receive any other items for future consideration
- 327.15 Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 3rd June 2024, St Andrew's Church, Buckland**