

Aspenden Parish Council



To all Members of the Parish Council

You are hereby summoned to attend the **ASPENDEN ANNUAL MEETING** of the **PARISH COUNCIL** on **Tuesday 23rd MAY 2023 at 7.00pm** in **WESTMILL VILLAGE HALL** for the purpose of transacting the following business.

PLEASE NOTE THE CHANGE OF VENUE

Denise Anderson
Clerk to the Council

AGENDA

1. **ELECTION OF CHAIRMAN 2023-2024**
2. **ELECTION OF VICE CHAIRMAN 2023-2024**
3. **CO-OPTION FOR 2 VACANCIES ON PARISH COUNCIL**
4. **APOLOGIES**
To receive apologies for absence
5. **DECLARATIONS OF INTEREST**
To receive and declarations of interest in items on the agenda
6. **PUBLIC PARTICIPATION**
To suspend standing orders to allow parishioner and public comments
7. **MINUTES OF PREVIOUS MEETING**
To approve the minutes of the Parish Council meeting held on Tuesday 28th February 2023
8. **STAFFING COMMITTEE**
To appoint members to serve on the Staffing Committee for the forthcoming Council year
9. **PARISH COUNCIL DOCUMENTATION**
To review and amend where necessary and readopt:
 1. **Standing Orders**
 2. **Code of Conduct**
 3. **Financial Regulations.**
 4. **Risk Assessment**
 5. **Register of Assets**
 6. **Complaints Procedure**
 7. **Publication Scheme**
 8. **Privacy Policy**
 9. **Staffing Committee Terms of Reference**
10. **CHAIRMAN'S REPORT**
11. **FINANCE**
 - 11.1 To note Finance Report and authorise payments (Report tabled)
 - 11.2 **Annual Governance and Accountability Return (AGAR) 2022-2023**
 - I. Council to formally certify by resolution that it meets the qualifying criteria for exemption
 - II. The Chairman and Responsible Financial Officer to sign and date the Certificate of Exemption
 - III. To formally approve the Internal Auditors Report
 - IV. To formally approve the Annual Governance Statement and signed by the Chairman
 - V. To formally approve the Summary Accounting Statements and signed by the Chairman
 - VI. To formally approve the Period of Public Rights Monday 5th June to Friday 14th July 2023
 - 11.3 **Parish Council Insurance** – update on the 2023-2024 quote by Clerk
 - 11.4 **Parish Council Bank Account** – change of bank proposal, update by Clerk

- 12. **PLANNING**
- 12.1 To receive Planning Report (Report tabled) and current Planning Applications
- 13. **HIGHWAYS**
- 13.1 Any Highways matters
- 14. **PARISH MATTERS** (in alphabetical order)
- 14.1 **Police Report**
- 14.2 **Village Green and Pavilion Committee** – report by Cllr Blackburn
- 14.3 **General Village Matters**
 - I. **Spring Clean 2023**
- 15. **CLERKS REPORT AND CORRESPONDENCE**
To receive Clerk’s Report and note correspondence received not on the Agenda.
- 16. **DATES OF NEXT MEETINGS**

Date	Meeting	Venue
Tuesday 25 th July 2023	Parish Council Meeting 7.00pm	To be confirmed
Tuesday 26 th September 2023	Parish Council Meeting 7.00pm	To be confirmed
Tuesday 21 st November 2023	Parish Council Meeting 7.00pm	To be confirmed
Tuesday 27 th February 2024	Parish Council Meeting 7.00pm	To be confirmed

Members of the public are warmly welcomed but are reminded that, unless invited to do so by the Chairman, they are only permitted to speak during the public sessions.