

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 21st MAY 2024 at 7.30pm in THE FOX** for the purpose of transacting the following business.

Denise Anderson
Clerk to the Council

AGENDA

1. **ELECTION OF CHAIR 2024-2025**
2. **ELECTION OF VICE CHAIR 2024-2025**
3. **APOLOGIES**
To receive apologies for absence
4. **DECLARATIONS OF INTEREST**
To receive and declarations of interest in items on the agenda
5. **PUBLIC PARTICIPATION**
To suspend standing orders to allow parishioner and public comments
6. **MINUTES OF PREVIOUS MEETING**
To approve the minutes of the Parish Council meeting held on Tuesday 27th February 2023
7. **STAFFING COMMITTEE**
To appoint members to serve on the Staffing Committee for the forthcoming Council year
8. **PARISH COUNCIL DOCUMENTATION**
To review, amend and adopt where necessary:
 1. **Standing Orders**
 2. **Code of Conduct**
 3. **Financial Regulations** – *new NALC Financial Regulations document (to be presented at next meeting)*
 4. **Risk Assessment**
 5. **Register of Assets**
 6. **Complaints Procedure**
 7. **Publication Scheme**
 8. **Privacy Policy**
 9. **Staffing Committee Terms of Reference**
9. **CHAIRMAN'S REPORT**
10. **FINANCE**
 - 10.1 To note Finance Report and authorise payments (Report tabled)
 - 10.2 **Annual Governance and Accountability Return (AGAR) 2023-2024**
 - 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 3 June 2024 to Friday 12 July 2024
 - 10.3 **Parish Council Insurance** – update by Clerk
 - 10.4 **Parish Council Bank Account** – update by Clerk

11. **PLANNING**

- 11.1 To receive Planning Report (Report tabled) and current Planning Applications
- 11.2 Neighbourhood Plan – to approve update
- 11.3 District Plan – to review
- 11.4 Village Hierarchy Study 2024

12. **HIGHWAYS**

- 12.1 Any Highways matters

13. **PARISH MATTERS**

13.1 **Police Report**

13.2 **Pavilion Management Committee (PMC)** – update by Cllr Blackburn

13.3 **Pavilion Project Working Group** – update by Cllr Murphy

13.4 **Tree Works** – update by Clerk

13.5 **Children’s Playground annual works and drainage solution** - update by Cllr Murphy

13.6 **Dog Bin** – update by Clerk

13.7 **Ward Freman Community Pool Group** – approve letter of support for Community Ownership Fund application

13.8 **Your Tree Our Future free tree initiative**

13.9 **General Village Matters**

- I. D Day 80th Anniversary Commemoration 6th June 2024 – update Cllr Blackburn

14. **CLERKS REPORT AND CORRESPONDENCE**

To receive Clerk’s Report and note correspondence received not on the Agenda

15. **DATES OF NEXT MEETINGS**

Date	Meeting	Venue
Tuesday 23 rd July 2024	Parish Council Meeting 7.00pm	The Fox (Restaurant)
Tuesday 24 th September 2024	Parish Council Meeting 7.00pm	The Fox (Restaurant)
Tuesday 19 th November 2024	Parish Council Meeting 7.00pm	The Fox (Restaurant)
Tuesday 25 th February 2025	Parish Council Meeting 7.00pm	The Fox (Restaurant)

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.