

Dear Councillor

You are hereby summoned to attend the Annual meeting of the above-named Parish Council to be held on Thursday 11<sup>th</sup> May 2023. The meeting will be held in West Halton and Coleby Village Hall and will commence at 18.30

**AGENDA FOR THE ANNUAL MEETING**

<b>1</b>	Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office
<b>2</b>	Election of Vice-Chairman
<b>3</b>	Receive apologies for Absence
<b>4</b>	<p><u>Declarations of Interest:</u></p> <ul style="list-style-type: none"> <li>• To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.</li> <li>• To note dispensations given to any member of the council in respect of the agenda items listed below.</li> </ul>
<b>5</b>	<p><u>Minutes of the previous meeting.</u></p> <p>To approve and sign minutes of the meeting held on 4<sup>th</sup> April 2023                  To approve and sign minutes of the meeting held on 3<sup>rd</sup> November 20223</p>
<b>6</b>	<p><u>Reports from Ward Councillor(s)</u></p> <p>Ward Councilors to update the Parish Council on activities within North Lincolnshire Council. Any items requiring an action must be raised under a separate agenda item.</p>
<b>7</b>	<p><u>Internal Audit</u></p> <p>To receive report from auditor. To note any recommendations and action                  Completion of AGAR exemption Form 2</p>
<b>8</b>	<p><u>Policies and Procedures</u></p> <ul style="list-style-type: none"> <li>a) To review and approve the NALC model Standing Orders (2020).</li> <li>b) To review and approve the NALC model Financial Regulations (2019).</li> <li>c) To review and approve the Asset Register and any changes to insurance policy.</li> <li>d) To review and approve the Risk Assessment policies.</li> <li>e) To review and approve the Health and Safety policy.</li> <li>f) To review and approve the adoption of the General Power of Competence.</li> <li>g) To consider the adoption of additional policies.</li> </ul>
<b>9</b>	<p><u>Matters arising from the last meeting:</u></p> <ul style="list-style-type: none"> <li>a) Bus Shelter(s) – Old – picture. New needs ordering</li> <li>b) Phone Box – door</li> <li>c) Speeding Signs – community grant- sign purchase –</li> <li>d) Notice Boards</li> <li>e) Village electrical work</li> <li>f) NLC housing plan</li> <li>g) Solar Farm</li> <li>h) Review action points</li> </ul>

<b>10</b>	<p><u>Accounts</u>                  To approve and sign the April accounts:</p> <ul style="list-style-type: none"> <li>• Bank statements</li> <li>• Cashbook</li> <li>• Summary receipts and payments April 2023</li> <li>• Bank reconciliation April 2023</li> <li>• Receipts and payments v Budget April 2023</li> <li>• May payments as listed below</li> </ul>			
	<b>Invoice and date</b>	<b>Company</b>	<b>Reason for invoice</b>	<b>Amount</b>
	24/04/2023	HP Instant Ink	Clerk expenses Ink cartridges for printer	£4.95
	QL202811-1 23/04/2023	SLCC	Clerk expenses Training	£60 (half to be paid by another PC)
	25/04/2023	Post Office	Clerk expenses – return of spring	£5.39
	205-6026245-0674726 17/04/2023	Shenz (Amazon)	Clerks expenses for Magnets for noticeboards	£4.99
	825248 27/04/2023	Savills	Village Green Rent	£30.42
	74014021 24/04/2023	NLC	Supply and installation of posts for speed cameras	£1494.43
	18/04/2023	Wickes	Postcrete for noticeboards	£25.60. Purchased with debit card
	Inv 368 30/04/2023	Grove Groundworks	Mending Coleby road fenceposts and re hanging gate	£190.00
	<b>Already paid April</b>			
	reimbursement 03/04/2023 (invoice from 04/11/2022)	Charles Dent	Reimbursement – purchase new gate posts	£235.20
	13990332555 06/03/2023	NLC	Cemetery Rates	£36.15
	Inv12 03/04/2023	West Halton Village Hall	Hall Hire	£70.00
	03/04/2023	HMRC	PAYE (previous clerk)	£30.00
	Inv 13 03/04/2023	West Halton village Hall	Christmas Tree Donation	£25.00
<b>11</b>	<p><u>Highway matters</u>                  To discuss and resolve any actions</p>			

**WEST HALTON & COLEBY PARISH COUNCIL**

<b>12</b>	<u>Planning</u> To discuss and resolve any actions PA/2022/221 – Chapel House Coleby – Not yet determined
<b>13</b>	<u>Graveyard</u> To discuss and resolve any actions
<b>14</b>	<u>Village Green</u> To discuss and resolve any actions
<b>15</b>	<u>Graveyard</u> To discuss and resolve any actions
<b>16</b>	<u>New Business</u> To discuss and resolve any actions
<b>17</b>	<u>Correspondence received</u> To discuss and resolve any actions
<b>18</b>	St Etheldredas Church; 23 <sup>rd</sup> April Joint service. Well attended. Next Service 28 <sup>th</sup> May 11.15 Holy Communion
<b>19</b>	Village Hall; Car boot and Easter Egg hunt both well attended. Summer craft Fair 30 <sup>th</sup> July 11.00 – 14.00. Next Car book sale 2 <sup>nd</sup> July 11.00 – 14.00. Summer Camp out date to be confirmed
<b>20</b>	Butchers Arms; Coronation Quiz 20.00 6 <sup>th</sup> May, Next Quiz night 11 <sup>th</sup> May. Bingo nights have commenced. Next Bingo 18 <sup>th</sup> May 20.00
<b>21</b>	Comments to the Chair and Clerk
<b>23</b>	<u>Next Meeting</u> To confirm the date and time of the next monthly meeting, as subject to change, 7 <sup>th</sup> June 2023