

LITCHBOROUGH PARISH COUNCIL
Clerk – Vivien Hartley, email: litchboroughclerk@gmail.com

Councillors are summoned and members of the public and press are invited to the Annual Meeting of the Parish Council to be held on Tuesday 16th May 2023 at 7.00 pm in the Village Hall (preceded by the Annual Parish Assembly at 6.30 pm).

1. Election of Chairman followed by Signing of Acceptance of Office by Chairman.

2. Election of Vice Chairman

3. Councillors and members of the public present

4. Apologies

5. Public Forum: Members of public can raise any issue with prior notice to Clerk

6 Declarations Of Interests: To receive any on agenda items

7. Minutes: To confirm the minutes of the meeting held on 21st March 2023 and sign the same

8. Councillor responsibilities 23/24:

- Appointment of Internal Controller(s)
- Appointment of NCALC as Internal Auditors for 23/24
- Appointment of Footpath Warden
- Appointment of Snow Warden
- Appointment of Tree Warden
- Appointment of Newsletter Liaison
- Appointment of Website Editor

9. Annual Items for Re-adoption :

- Code of Conduct
- Re-adopt Standing Orders
- Financial Regulations
- Risk Assessment
- Northants CALC DPO Service as the Council's Data Protection Officer
- the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

10. Annual Return -To Agree and adopt Sections One and Two of the Annual Return for the year ending 31.3.23 and also the Certificate of Exemption (previously circulated), Asset Register, bank reconciliation and variance report. To note Internal Audit report – circulated. Annual report on AGAR also completed by Di Isaacs, Internal Auditor for NCALC.

11. COUNCIL TO CONFIRM DATES OF THE PERIOD FOR THE EXERCISE OF ELECTORS RIGHTS AS June 6th – July 14th .

12. ONGOING ISSUES: To report progress on, and to decide on any appropriate action on the following items:

- **Defibrillator:** To receive update (Cllr Aked-Walker)
- **Website:** To receive update. (Cllr Brunning)
- **Footpaths & ROW:** To receive update. (Cllrs Brunning and Drinkwater)
- To receive update on issues reported on fix my street, definitive map and notice board (Cllr Lowery)
- **Snow + Tree warden:** To receive update (Cllr Robinson)
- **Youth Club:** To receive update on sessions, future plans (Cllr Aked-Walker) –
- **Community Allotment** – update on latest activities and application for the CIL funds.

13. FINANCE:

Current Account including £5000 precept from WNC £ 25,651

Cambridge Building Society Savings Account £ 1017

Council to approve following payments:

Payee	Details	Net	Vat	Total	Chq no
1PCS	Monthly hosting for domain - Apr	20.00	£ 4.00	24.00	dd
B Osborne	Annual Pay roll bill- inv 7290			190.00	18
V Hartley	Sal April and May			480.64	19
1PCS	Monthly hosting for domain - May	20.00	£ 4.00	24.00	dd
Gayton Parish Council	Share of Mob costs (contract & insurance)		£ 140.94	140.94	20
CYPN	Inv 1401 - session on 14.3.23	166.67	33.33	200.00	21
NCALC	Annual sub (+IAS - £207)	493.47	£ 43.40	536.87	22
N Power	Supplies Jan - Mar	131.95	6.60	£ 138.55	23

14. PLANNING ITEMS –

15. CORRESPONDENCE - Various updates circulated including weekly NCALC Updates

16. Other matters for report only: To discuss issues arising too late for the agenda. No decisions can be taken.

17. NEXT AGENDA - To receive any items for the next Parish Council agenda

18. Date next Full Council meeting to be decided - July, 7.00pm

Signed: *V M Hartley* V Hartley Date 9th May 2023

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