

# STAVERTON PARISH COUNCIL

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Chair: Cllr R Lewis

Clerk: Mrs M Hinde

Tel: 07810642792 E-mail: [clerk@stavertonpc.org.uk](mailto:clerk@stavertonpc.org.uk)

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**A meeting of Staverton Parish Council will be held at St Catherine Church, Staverton 7pm on Tuesday 10 May 2022**

To: All members of the Parish Council:

You are hereby summoned to attend a meeting of Staverton Parish Council to be held at St Catherine Church, Staverton at 7pm on Tuesday 10 May

**MEMBERS OF THE PUBLIC AND PRESS ARE ALSO INVITED AND ENCOURAGED TO ATTEND**

*Michelle Hinde*

Clerk to the Council

04/05/2022

## **MEETING OF STAVERTON PARISH COUNCIL MEETING AGENDA**

- 1 To elect Chairman and Vice Chairman and Acceptance of Office forms to be signed.
- 2 The Chairman will formally ask if anyone is intending on recording or filming the meeting
- 3 To receive comments from the public – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda of the next meeting
- 4 To note apologies for absence
- 5 To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate.
- 6 To discuss co-option of a new councillor and agree actions
- 7 To confirm and agree Minutes of the Parish Council Meeting held on 8 February 2022
- 8 To receive Clerks Report and agree actions
- 9 To receive Borough Councillors Report
- 10 To receive County Councillors Report
- 11 **Finance, all documents to be circulated prior to the meeting:**
  - a) To approve the annual accounts and bank reconciliation for Year End 31 March 2022
  - b) To receive the Internal Auditors Report
  - c) To discuss registering as exempt from External Audit and signing Certificate of Exemption on part 2 of AGAR
  - d) To approve the Annual Governance Statement 2021-22 (AGAR Section 1) for external auditors PKF Littlejohn
  - e) To approve Accounting Statement 2021-22 (AGAR Section 2) for external auditors, PKF Littlejohn
  - f) To agree dates for the exercise of public rights to inspect accounts
  - g) To review bank signatories and agree actions
- 12 To receive update on Parish Council procedures and resolve to agree actions:

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- a) To review subscriptions to other bodies and agree actions
  - b) To confirm arrangements of insurance cover in respect of all insured risks
  - c) To approve Parish Council Meeting Dates for 2022/23
- 13 To review the following council procedures:
- a) Standing Orders
  - b) Financial Regulations
  - c) Code of Conduct
  - d) Complaints Procedure
  - e) Data Protection and Freedom of Information
  - f) Asset Register
- 14 To discuss the motorway noise complaint received from Valley Cottages and agree actions
- 15 To discuss the internal control procedure completed in March 2022 and agree Actions
- 16 To discuss meeting on B4063 Cycleway Scheme and agree actions
- 17 To Receive items for the next meeting agenda
- 18 Date of Next Meeting: 9 August 2022 7pm