

NOTICE OF THE ANNUAL MEETING OF HINTS WITH CANWELL PARISH COUNCIL

to be held at 7:15pm on Tuesday 16th May 2023, Hints Village Hall

Dear Councillor

You are summoned to attend the Annual Meeting of Hints with Canwell Parish Council to be held at **7:15pm on Tuesday 16th May 2023** at Hints Village Hall at which the following business will be transacted. Any councillor unable to attend should forward their apologies to the Clerk.

Public and press are welcome to observe the meeting.

Dated this 9th May 2023
Gemma Burgess, Clerk & RFO



A G E N D A

- 23/22. Chairman:** To elect a Chairman for the ensuing year (and declaration of acceptance of office as Chairman).
- 23/23. Vice-Chair:** To appoint a Vice Chair for the ensuing year.
- 23/24. Councillors:**
 - a. To consider co-opting a new councillor
 - b. Declaration of Acceptance of Office for Councillors:** To receive declarations.
- 23/25. Apologies:** To receive apologies and approve reasons for absence.
- 23/26. Declarations of Interest and Dispensations:** To receive Declarations of Interest and consider grant of any Dispensations of which written notice has been received by the Clerk.
- 23/27. Councillor Attendance:** to note the attendance of councillors at meetings in 22-23.
- 23/28. Minutes:** To approve the Minutes of the Council meeting held on 14th March 2023.
- 23/29. County and District Councillors:** an opportunity to address the Council.
- 23/30. Public participation:** The meeting to adjourn for **up to 10 minutes** to allow for consideration of questions and comments from the public which the clerk has received in advance of the meeting. *Members of the public may not take part in the Council meeting itself.*
- 23/31. Finance, Staffing and Administration**
 - a. To check and approve the bank reconciliation at year end March 31st 2023.
 - b. To check and approve the bank reconciliation at April 30th 2023.
 - c. To note the Receipts and Payments for year ending 31st March 2023.
 - d. To note the 22-23 Budget out-turn report.
 - e. To approve the asset register.
 - f. To approve insurance cover for the upcoming year.
 - g. **Payment Methods:** to approve the continued use of effecting payments via bank transfer, schedule of direct debit payments and regular payments.
 - h. **Payments:** To approve payments for May and June 2022.
 - i. **Receipts:** to note receipt of the precept from LDC.
- 23/32. Internal Auditor's Report for the Year Ending 31st March 2023:** to note the report and accompanying letter.

23/33. Annual Governance and Accountability Return 2022-23: to approve:

- a. Certificate of Exemption
- b. Section 1 - Annual Governance Statement 2022-23.
- c. Section 2 – Accounting Statements 2022-23.
- d. Period for the exercise of public rights for the 2022-23 AGAR.
- e. Explanations of significant variances.

23/34. Reports from Chairman, Councillors and Clerk: to report on current issues.

23/35. Appointments: to confirm appointments of:

- a. Internal Auditor
- b. Representative on Quinney Hall Management Committee
- c. Hints Quarry Liaison Group

23/36. Meetings: to consider the meeting schedule for the upcoming year and venue