

NOTICE OF THE ANNUAL MEETING OF HINTS WITH CANWELL PARISH COUNCIL

to be held at 7:15pm on Tuesday 14th May 2024, 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 14th May 2024** 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 4th May 2024
Gemma Burgess, Clerk & RFO



A G E N D A

- 24/22. Chairman:** To elect a Chairman for the ensuing year (and declaration of acceptance of office as Chairman).
- 24/23. Vice-Chair:** To appoint a Vice Chair for the ensuing year.
- 24/24. Apologies:** To receive apologies and approve reasons for absence.
- 24/25. 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.
- 24/26. Councillor Attendance:** to note the attendance of councillors at meetings in 23-24.
- 24/27. Committees:** to consider any committees that may be necessary during the year and appoint members.
- 24/28. Minutes:**
 - a. To approve the Minutes of the Council meeting held on 9th January 2024.
 - b. To note that the meeting due to be held on 12th March 2024 was cancelled.
- 24/29. County and District Councillors:** an opportunity to address the Council.
- 24/30. 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.*
- 24/31. Planning:** to comment on the following application:
24/00370/COU | Conversion of existing barn to dwellinghouse | Barn On Land Adjacent To Bangley Lodge Farm Watling Street Hints Tamworth Staffordshire B78 3DE
- 24/32. Finance, Staffing and Administration**
 - a. To check and approve bank reconciliations at:
 - i. February 29th 2024.
 - ii. year end March 31st 2024.
 - iii. April 30th 2024.
 - b. To confirm approval of payments for March and April 2024.
 - c. To note the Receipts and Payments for year ending 31st March 2024.
 - d. To note the VAT return for 23-24.
 - e. To note the 23-24 Budget out-turn report.
 - f. To approve insurance cover for the upcoming year.
 - g. **Payment Methods:** to approve the continued use of affecting payments via bank transfer, schedule of direct debit payments and regular payments.
 - h. To approve Petty Cash account creation.
 - i. **Payments:** To approve payments for May and June 2024.
 - j. **Receipts:** to note receipt of the precept from LDC.
 - k. To note that the Lloyds Bank account is now open and resolve any actions necessary

- 24/33. Internal Auditor's Report for the Year Ending 31st March 2024:**
- a. To note the conclusion of Internal Audit for year ended 31st March 2024 report.
 - b. To note the Annual Internal Audit Report 2023/24 p4 AGAR.
- 24/34. Annual Governance and Accountability Return 2023/24:** to approve:
- a. Certificate of Exemption
 - b. Section 1 - Annual Governance Statement 2023/24.
 - c. Section 2 – Accounting Statements 2023/24.
 - d. Period for the exercise of public rights for the 2023/24 AGAR.
 - e. Explanations of significant variances.
- 24/35. Reports from Chairman, Councillors and Clerk:** to report on current issues.
- 24/36. Appointments:** to confirm appointments of:
- a. Internal Auditor
 - b. Representative on Quinney Hall Management Committee
 - c. Hints Quarry Liaison Group
- 24/37. CIL:** to consider how CIL funds received may be spent.
- 24/38. Quinney Hall:**
- a. To consider any actions necessary relating to sewer pipe CCTV survey.
 - b. To consider the leak and any actions necessary.
- 24/39. Meetings:** to consider the meeting schedule for the upcoming year and venue
- July 9th 2024
Sept 10th 2024
Nov 12th 2024
Jan 14th 2025
Mar 11th 2025