

Sampford Arundel Parish Council

You are hereby summoned to attend the Annual Parish and Annual Parish Council Meetings to be held on Tuesday 2 May 2023 in the Parish Rooms at 7.00 pm. The agendas for meetings are set out below.

A Kendall

Parish Clerk – Alice Kendall

25 April 2023

ANNUAL PARISH AGENDA

1. **Signing of 2022 meeting Minutes** (*attached*)
 2. **Representatives from local Parish Groups to update the Council on their activities**
 3. **Report by the Chair Cllr Janet Lloyd**
 4. **Public Questions**
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ANNUAL PARISH COUNCIL AGENDA

1. **Election of Chairman for the forthcoming year**
2. **Election of Vice Chairman for the forthcoming year**
3. **Apologies for absence and approve reasons for absence**
4. **Public Forum – matters of report**
5. **Declarations of Interest, pecuniary or otherwise, in any agenda items**
6. **Approve and sign Minutes of the meeting held 7 March 2023** (*attached*)
7. **Chair's Report**
8. **Clerk's Report**
9. **Airband**
 - a. **Presentation from Faye Cross – Community Liaison Officer**
 - b. **Request to install equipment across Parish Council land** (*documents attached*)
10. **Annual Review of;**
 - a. **Standing Orders**

NALC Model Standing Orders (updated April '22) are attached for review and adoption. Items requiring Council input and deletions where an item is not applicable are indicated within the document.
 - b. **Financial Regulations**

The Council have adopted the NALC model Financial Regulations which are attached. NALC has not made any updates since the last review.

c. Memberships

To confirm membership to the Somerset Association of Local Councils.

d. Land and Assets

The Council's asset register is attached for review.

e. Insurance Cover

The Council's insurance Policy is due for renewal. The cost quoted is £224 and the schedule documents are attached for review.

11. 2021-22 Internal Audit

The internal Auditors report for the 2021-22 year is attached.

12. 2022-23 Year End Finance

- a. To note and approve the Bank Reconciliation as at 31 March 2023 (*attached*)
- b. To approve and sign the Certificate of Exemption (*attached*)

13. Finance

a. To approve payments since the last meeting;

Chq No	Name	Description	Amount
000993	Gifts2Impress	Coronation Rulers	£272.40
000994	G Prigg	Magician	£200.00
000995	A Kendall	Salary April	£208.35
000996	Parish Online	Mapping System	£43.20
000997	Cllr Burgess	Coronation Party Items	£69.06
000998	Zurich	Insurance	£224.00

b. Receipts since the last meeting;

Name	Description	Amount
Somerset Council	Precept	£7,500

c. Schedule of Direct Debits (*the Council should review and note this annually*)

Name	Description	Amount	Frequency
PWLB	Precept	£565.63	Twice Yearly
ICO	Data Protection Fee	£35.00	Yearly

d. Creation of new Direct Debits & Standing Orders

Name	Description	Amount	Frequency
A Kendall	Salary	£208.35*	Monthly (25 th)
HMRC	Salary Deductions	£56**	Monthly

**This is the usual amount paid after tax deductions, any differences will be monitored and reported to meetings accordingly.

*this amount may change depending on tax calculation.

14. Confirmation of grass Cutting costs for 2023

- a. Verges & Hedges – £810
- b. Village Green – £670

15. Coronation of King Charles III

- a. Confirmation of tree location
- b. Party Update

16. Matters of report

17. Items for Next Agenda

Next meeting: 7.30pm Tuesday 27th June 2023

Public Forum item notes

a) Matters for report only

b) Questions and Representations from Residents.

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting, other than on Planning Applications, or by special invitation of the PC Chair) to participate before the meeting by asking questions, raising concerns or making representations, regarding Sampford Arundel Parish. No decision can be taken on issues raised unless the matter is already an item on the agenda. As this is not part of the formal meeting minutes will not be produced.

c) County Councillor's report

d) District Councillor's report.

County and District Councillors may give short verbal reports on matters affecting the Parish as this is also not part of the meeting, minutes will not be produced