

Sampford Arundel Parish Council

You are hereby summoned to attend the Annual Parish and Annual Parish Council Meetings to be held on Tuesday 14 May 2024 in the Parish Rooms at 7.00 pm. The agendas for meetings are set out below.

A Kendall

Parish Clerk – Alice Kendall

8 May 2024

ANNUAL PARISH AGENDA

1. **Signing of 2023 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 12 March 2024** (*attached*)
7. **Chair's Report**
8. **Clerk's Report**
9. **Annual Review of;**
 - a. **Standing Orders & Financial Regulations**
The Council should note that updated model Financial Regulations are due to be published shortly which may impact model Standing Orders. When they are available from NALC, the Clerk will present them for review.
 - b. **Memberships**
To confirm membership to the Somerset Association of Local Councils.
 - c. **Land and Assets**
The Council's asset register is attached for review.
 - d. **Insurance Cover**
The Council's insurance Policy is due for renewal. The cost quoted is £224 and the schedule documents are attached for review.

10. 2023-24 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*)
- c. Internal Audit Report (*to follow*)
- d. Section 1 – Annual Governance Statement (*attached*)
- e. Section 2 – Annual Accounting Statements (*attached*)
- f. 23-24 Notice for Exercise of Public Rights (*attached*)

11. Finance

a. To approve payments since the last meeting;

Chq No	Name	Description	Amount
SO	A Kendall	Salary April	£222.08
DD	HMRC	Q4 Deductions	£166.60
001022	Zurich*	Insurance Premium	£224.00
001023	Starboard Systems	Scribe Subscription	£207.36
001024	Geosphere	Mapping System	£43.20
SO	A Kendall	Salary May **	£222.08

* Subject to approval in item 9b above.

** Dated 25/05

b. Receipts since the last meeting;

Name	Description	Amount
Lloyds	Interest	TBC
HMRC	VAT Refund	£84.68
Somerset Council	Precept	£7,500

NB – these income items are expected and will be confirmed following receipt of the bank statement which should be prior to the meeting.

c. Schedule of Direct Debits & Standing Orders

(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
A Kendall	Salary	£222.03*	Monthly (25th)
HMRC	Salary Deductions	Variable**	Quarterly

**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.

12. Notice Board for Church Yard

13. Grass Cutting Grant for Church Yard

14. Magnolia for Village Green

15. Jubilee Green

16. Matters of report

17. Items for Next Agenda

Next meeting: 7.30pm Tuesday 2 July 2024

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