

# Stainborough Parish Council

Open to all members of the press and public

The **Annual Parish Meeting** of **Stainborough Parish Council** is to be held at Hood Green Pavilion, Hood Green Road, Hood Green on **Thursday 18<sup>th</sup> May 2023** at **7pm** followed immediately after the conclusion of the Annual Parish Meeting by the **Annual Meeting** of Stainborough Parish Council, for the purpose of transacting the following business:-

## AGENDA

### Annual Parish Meeting

1. Opening of the Annual Parish Meeting by Councillor Lockwood-Dukes
2. Minutes of the last Parish Meeting 2022 for signature
3. Annual Review of the business of the Parish Council (Chairman)
4. Presentation of the Parish Accounts for year 2022-23 (Draft for information only)
5. Matters to be raised by members of the public present

### Annual Meeting of Stainborough Parish Council

1. To elect a Chairman of the Parish Council.
2. To accept a Declaration of Acceptance of Office from the Chairman of the Parish Council.
3. To accept apologies for absence and to receive Declarations of Interest in items on the agenda.
4. To elect a Vice Chairman of the Parish Council.
5. To provide all Councillors with copies of the Code of Conduct and Register of Interest forms for completion within 28 days of the meeting.
6. To certify Stainborough Parish Council as exempt from external audit for fiscal year 2022/2023 and complete the Certificate of Exemption.
7. To receive and approve Bank Reconciliation (Appendix A) and to receive Explanation of Variances (Appendix B)
8. To note the Annual Internal Audit report for 2022/23 included at page 4 of the Annual Governance and Accountability Return 2022/23 (Appendix C)
9. To approve Section 1 - Annual Governance Statement 2022/23 (Appendix D) and Section 2 – Accounting Statements 2022/23 (Appendix E) for Stainborough Parish Council on pages 5 and 6 of the Annual Governance and Accountability Return 2022/23
10. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.
11. Reports –Internal Audit:
  - (i) Review of effectiveness of internal audit
  - (ii) Review of Risk Assessment
12. To approve the minutes of the Meeting held Thursday 6<sup>th</sup> April 2023.
13. To report matters arising from the minutes not on the agenda - for information only.
14. **To adjourn the business of the Parish Council in order that members of the public can bring items to the attention of the Parish Council.**
15. Any matters arising from the Minutes not separately raised
16. To consider any general matters including Pavilion, Recreation Ground and Playground
17. To receive information regarding Hanging Baskets
18. To consider any issues relating to Highways / Footpaths / Vegetation
19. To consider any issues regarding crime and safety
20. Planning:
  - 20.1. Planning applications received since agenda produced
  - 20.2. Information on previous planning applications

21. Finance:
  - 20.1 Insurance Renewal
  - 20.2 Energy supply renewal - actions
  - 20.3 Payments to be authorised (draft Appendix F)
22. To set the dates and times of the Council meetings 2023-2024 (appendix G)
23. To receive correspondence and any action required
24. Any Other Business
25. Venue, Date and Time of Next Meeting: The next meeting will be held at Hood Green Pavilion on **Thursday 22<sup>nd</sup> June 2023**.

***Please note copies of all financial appendices will be provided at the meeting***

## **Appendix G**

### **Proposed Dates for 2023-2024**

Thursday 22<sup>nd</sup> June 2023  
Thursday 31<sup>st</sup> August 2023  
Thursday 26<sup>th</sup> October 2023  
Thursday 14<sup>th</sup> December 2023  
Thursday 18<sup>th</sup> January 2024  
Thursday 14<sup>th</sup> March 2024  
Thursday 16<sup>th</sup> May 2024

*Avril Sturdy*  
Clerk to Stainborough Parish Council  
9<sup>th</sup> May 2023