

Stanwick Parish Council

Vice Chairman: Councillor Sue Kitchener

Clerk to the Council: Ms J. L. Hodgson

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Date: 12th May 2023

Dear Councillor

Councillors are hereby summoned to attend, and members of the public and press are invited to attend, the **Annual Meeting** of the Stanwick Parish Council to be held in the Committee Room, Stanwick Village Hall, Spencer Parade, Stanwick on Thursday 18th May 2023 commencing at 7.15 p.m. to transact the following business:

J Hodgson

Ms J L Hodgson

Clerk to the Council

Note: Communication Policy para 3.3.3. will not apply where an internet connection is required to access information relevant to the meeting e.g. reports and planning applications etc.

AGENDA

- 23.1** Election of the Chairman of the Council for the civic year & Declaration of Office
- 23.2** To elect a Vice Chairman
- 23.3** To receive apologies for absence and to determine if the absence is approved and to discuss persistent absence.
- 23.4** To remind Councillors of the requirement to ensure their Register of Interests is up to date at all times
- 23.5** Declaration of interest by any Councillor who has a Disclosable Pecuniary Interest or other interest in any of the following agenda items
- 23.6** To approve the Minutes of the Meeting held 4th May 2023 as a correct record
- 23.7** To review the Councillor Code of Conduct and to acknowledge the seven principle of public life
- 23.8** To review and confirm arrangements for the delegation of powers to the Clerk
- 23.9** To undertake the annual review of the following policies, to approve any amendments and confirm they are fit for purpose
 - a. Standing Orders (no amendments required)
 - b. Financial Regulations (no amendments required)
 - c. Complaints procedure & approve additional paragraphs 23 & 24
 - d. Freedom of Information Policies (Schedule of Information; Supplementary Policy) (no amendments required)
 - e. Data Protection Policies (Data Breach; Data Protection; General Privacy; Privacy) (no amendments required)
 - f. News Media Policy (no amendments required)
 - g. Social Media Policy (no amendments required)
 - h. Internet Banking Policy (no amendments required)
- 23.10 APPOINTMENT OF COMMITTEES**
 - a. To decide whether the Staffing Committee should be continued & appoint members to the Staffing Committee if appropriate

- b. To review the Terms of Reference for the Staffing Committee if appropriate
- c. To determine whether an Events Committee should be established and the Terms of Reference
- d. To determine whether there should be any other committees and if so, what they should be

23.11 REPRESENTATION ON OUTSIDE BODIES. To appoint representatives for the bodies listed below

- a. East Northamptonshire Consortium for Grounds Maintenance.
- b. Joint Action Group
- c. Stanwick Village Hall Trust (1 councillor)
- d. Ringstead Quarry Liaison Group (2 councillors)

23.12 Annual review of inventory of land and assets including buildings and office equipment

23.13 Review and confirmation of arrangements for insurance cover for all insured risks and approve payment of the premium

23.14 To appoint the Internal Auditor for 2023-24 and the Data Protection Officer (NCALC)

23.15 MEMBERSHIP OF OUTSIDE BODIES (& approve payment subscriptions when they become due)

- a. Northamptonshire County Association for Local Councils
- b. Northamptonshire Action in Communities in Rural England (ACRE)
- c. Open Spaces Society
- d. Society of Local Council Clerks
- e. National Society of Allotment and Leisure Gardeners
- f. Campaign for the Protection of Rural England (CPRE)

23.16 To note the maximum permissible expenditure under Local Government Act 1972 section 137 for the year 2023-2024 (£14656.68)

23.17 To set the dates, times and place of ordinary meetings of the full Council for the year ahead: 20th July, 21st Sept, 16th November, 18th January, 21st March, 18th April (APM) & 16th May 2024

23.18 To assign councillor portfolios for the civic year:

- a. Finance & Internal Control
- b. Community Safety
- c. Allotment Liaison
- d. Identify any further portfolios and appoint post holders

23.19 Banking arrangements. To authorise any changes to the payment signatories.

23.20 Public speaking time. Members of the public have an opportunity to address the Council on any matter for a maximum of two minutes subject to an overall public speaking time of 15 minutes. Anyone wishing to speak should notify the Chairman or Clerk prior to the commencement of the meeting.

23.21 To receive reports from North Northamptonshire Council Councillors

23.22 To review the Four Year Plan master document to confirm whether it is still fit for purpose

23.23 FINANCIAL MATTERS

a. Internal Control

- i. To receive the budget variance report and statement of accounts
 - ii. To receive a report in relation to VAT
 - iii. To receive a report in relation to PAYE
 - iv. To receive details of any grants received or given
 - v. To receive any incident reports on council owned land
 - vi. To receive reports from volunteer inspectors
- b. To approve for payment the schedule of payments presented
 - c. To receive a report from the Internal Control Councillor
 - d. To receive the report from the Internal Auditor
 - e. Approval & adoption of the Receipts & Payments Accounts & Supporting Statement for the year 2022-23
 - f. To complete & sign section 1 of the Annual Governance & Accounts Return for the year 2022-23
 - g. To approve & sign section 2 of the Annual Governance & Accounts Return for the year 2022-23

h. To note the dates for the exercise of electors rights re inspection of the annual accounts 5 June – 14 July

23.24 PLANNING MATTERS

a. Planning consultations: To determine the response to North Northamptonshire Council on the planning applications listed below - none

b. To note planning decisions made by North Northamptonshire Council

23.25 To receive meeting/training reports from Councillors (where not otherwise specified on the agenda)

23.26 To review the Coronation Weekend Stanwick Day

23.27 To discuss whether action should be taken on the Lych gate at the cemetery

23.28 COMMUNITY SAFETY

a. To receive a report from the Joint Action Group

b. To note any current community safety issues (traffic on Mansfield St/Dolben Avenue)

c. To consider requesting double yellow lines around the junction of Mansfield Street/Dolben Avenue in the interests of highway safety

23.29 POLICIES

a. To adopt a Financial Reserves Policy (draft circulated prior to meeting)

23.30 GROUNDS MAINTENANCE

a. To receive an update on the consortium contract situation

23.31 ALLOTMENTS & COMMUNITY GARDEN

a. To note the minutes of the Community Garden Meetings

b. To receive a verbal report re the redesign of plots 9 and 10

23.32 To receive the list of correspondence received since the last meeting

23.33 To note the date of the next scheduled meetings & any future agenda items

21st May Centenary Bowls Match

20th July 2023

21st September 2023

16th November 2023 (Budget setting)

End