

## **Buckden Parish Council – Annual Meeting of the Council**

**Wednesday 10<sup>th</sup> May 2023**

Tuesday 26<sup>th</sup> April 2023

To: Councillor Breen, Councillor Jarrett, Councillor Ramsden, Councillor Vetch and Councillor Way

Dear Councillors

You are hereby summoned to attend The Annual Meeting of Buckden Parish Council at the Buckden Village Institute on Wednesday 10<sup>th</sup> May 2023 at 7.00pm to transact the business as listed below.

Yours sincerely

Nicola Mansfield-Smith

Clerk to the Council

Buckden Parish Council [buckdenclerk@gmail.com](mailto:buckdenclerk@gmail.com)

### **AGENDA**

#### **2324/01 Election of Chairman**

To receive nominations and elect the Chair of Buckden Parish Council for the 2023-24 municipal year.

#### **2324/02 Declaration of acceptance of office**

- a) To receive declarations from all councillors.
- b) To resolve to permit any councillor that is unable to sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council.

#### **2324/03 Apologies for Absence**

To consider and approve reasons for absence.

#### **2324/04 Declarations of Interest**

To receive any disclosable pecuniary interests or personal interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest.

#### **2324/05 Minutes.**

To approve the minutes of the Ordinary Meeting of the Parish Council held on Monday 13<sup>th</sup> March 2023.

### **2324/06 Public participation**

Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the Council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chair.

### **2324/07 Election of Vice Chairman**

### **2324/08 Policies**

To review:

- a) Standing Orders
- b) Financial Regulations
- c) Complaints procedure
- d) Code of conduct

### **2324/09 Documents**

To receive and approve

- a) The Asset Register
- b) The Council's Risk Assessment

### **2324/10 Meeting dates**

To confirm the dates of future meetings for the civic year 2023-2024.

### **2324/11 Highway Matters**

To consider any highways issues in the parish and any action required

### **2324/12 Planning**

- a) Planning application C/13/7c The Reading Rooms, Oughtershaw.
- b) Planning application C/13/63C High Haw Garth Barn

### **2324/13 Correspondence**

### **2324/14 Council business**

### **2324/15 Finance**

- a) To receive and note the Bank Statements to 31<sup>st</sup> March 2023 and 30<sup>th</sup> April 2023
- b) To receive the renewal quote for the council's insurance
- c) To approve the following payments:  
Membership to YLCA £63.00  
Payment to Internal Auditor £50.00  
Payment to HMRC for November 22 – April 23 £164.80
- d) To consider amendments to the bank mandate to enable signatories to input payments

### **2324/16 Annual Governance and Accountability Return**

- a) To receive the Internal Auditor's report
- b) To consider the Annual Governance Statement (Section 1)
- c) To consider and approve the Accounting Statements (Section 2)

- d) To declare Buckden Parish Council as exempt from a limited assurance review (under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015) for 2022-2023 due to gross income and expenditure being below £25,000 and to approve the Certificate of Exemption.
- e) To note the period for the exercise of public rights  
The period for the exercise of public rights will be Monday 5 June – Friday 14 July 2023.

**2324/17 Date of the next meeting**

The next meeting of the Council will be held at 7pm on Monday 10<sup>th</sup> July 2022

The Clerk should be given seven clear days' notice of items for the agenda of the next meeting.