

WYCK RISSINGTON PARISH COUNCIL

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Public notice is given for the Annual Parish Council Meeting

A meeting of Wyck Rissington Parish Council will be held on Monday 26 **June 2023** at **6.00pm** for the transaction of the business stated below. This meeting will take place in the **Village Hall**.

Andrew Ransom, Honorary Clerk, Wyck Rissington Parish Council

ANNUAL MEETING OF WYCK RISSINGTON PARISH COUNCIL

- 1. To appoint a temporary Chairperson**
- 2. To elect the council's Chairperson for the year 2023/24**
- 3. To receive the Chairperson's Declaration of Acceptance of Office**
- 4. Minutes of previous PC meetings:** To approve the minutes of the following meetings:
 - a. 24 March 2023
 - b. 23 May 2023.
- 5. To confirm all Members** have signed their acceptance of office form
- 6. Register of Interests:** To confirm all members have completed and submitted their Register of Interests to the monitoring officer.
- 7. To agree the position of Responsible Financial Officer will be unremunerated.**
- 8. To appoint a member to become the RFO.**
- 9. To agree the position of Clerk/Proper Officer will be unremunerated.**
- 10. To appoint a council member as the temporary Clerk/Proper Officer**
- 11. Declarations of Interest:** To receive disclosures of personal, pecuniary, and prejudicial interests from councillors on matters to be considered at the meeting.
- 12. Public Session:** To provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration **(15 mins with maximum of 3 mins per person.)**
- 13. To review and adopt the following documents:**
 - a. Code of Conduct
 - b. Standing Orders
 - c. Financial Regulations
 - d. Risk Plan.
- 14. Review of inventory of land and other assets**
- 15. Review and confirmation of insurance cover**
- 16. Review of the Council's membership of external bodies (inc. GAPTC)**
- 17. Procedures/Policies**
 - a. To review and adopt a Complaints Policy
 - b. To review and adopt a Data Protection Policy
 - c. To review and adopt a Freedom of Information Policy
 - d. To review and adopt a Press and Media Policy.

18. Annual Return:

- i. To receive the Internal Audit Report and agree any actions arising.
- ii. To receive an analysis of any significant year on year variances.
- iii. To approve the Annual Governance Statement for the Financial Year ending 31st March 2023.
- iv. To approve the Annual Accounting Statement for the Financial Year ending 31st March 2023.
- v. To agree dates for the Exercise of Public Rights to inspect the accounts.
- vi. To agree and sign the Certificate of Exemption.

19. To receive an update on matters arising from the previous meetings.

20. To receive an update on management of the green and ponds.

21. County Council news: To receive a report from Cllr Mark Mackenzie-Charrington.

22. District Council news: To receive a report from Cllr Andrew Maclean.

23. Planning:

Wyck Cottage – finally approved

Grafters Budget Hotel (Lower Slaughter) – taken to Appeal

24. Finance:

- a. To approve the following payments:
 - i. GAPTC - annual membership £35.00
 - ii. ICO – annual fee £35.00
 - iii. PATA UK – payroll £18.40
- b. To review the bank mandate and agree signatories.

25. Recruitment of a Clerk/Proper Officer: To agree a job specification and contract

26. Correspondence received by the Clerk

28. To note dates of next Parish Council meetings:

- a. 11 September 2023
- b. 11 December 2023
- c. 11 March 2024