

Annual Council Meeting 24th May 2023



AGENDA

To all members of Speen Parish Council,

You are duly summoned to attend the Annual Meeting of Speen Parish Council on Wednesday 24th May 2023 at Speen Pavilion, Speen Recreation Ground starting at 7pm.

Jean Lindsell (*dated 18th May 2023*)

Open session

Parishioners are invited to attend and question the Parish Council on issues in this agenda, or raise issues for future consideration at the discretion of the Chairman. Fifteen minutes have been set aside for press and public questions at the start of the meeting. The council will endeavour to answer any question put to it but may have to respond to the questioner at a later date or consider placing the matter on the agenda for the next meeting. After this Open Session, members of the press and public may not take part in the Parish Council meeting itself unless invited to do so by the Chair in accordance with Standing Orders.

1. Election of Chair

Proposal: To elect the Chair for the 2023-24 term and receive the Chair's signed Declaration of Acceptance of Office

2. Apologies for Absence

3. Co-Option of New Councillors

3.1 **Proposal:** To co-opt new Councillor and for new Councillor to sign Acceptance of Office and Register of Councillors' Interests

3.2 **Proposal:** To co-opt new Councillor and for new Councillor to sign Acceptance of Office and Register of Councillors' Interests

4. Election of Vice-Chair

Proposal: To elect the Vice Chair for the 2023-24 term and receive the Vice Chair's signed Declaration of Acceptance of Office

5. **Declarations of Interests** – To declare any financial, personal and/or prejudicial interests and their nature in relation to items of this Agenda

6. **Open Session** – to receive questions or comments from Members of the Public in attendance

7. **Minutes:** To approve the minutes of the Full Council meeting held on 22-03-22 (draft)

8. Finance Committee

8.1 **Proposal:** To consider and resolve upon membership of the Finance Committee for 2023-24

8.2 **Proposal:** To agree to a review of the Finance Committee Terms of Reference to be carried out by the Committee and presented to Full Council for approval at the next meeting (subject to Item 8.1 decision)

9. Planning & Highways Committee

9.1 Minutes – to note Minutes of the Planning and Highways Committee meeting held on 29-03-23 (draft)

9.2 **Proposal:** To consider and resolve membership of the Planning & Highways Committee for 2023-24

9.3 **Proposal:** To agree to a review of the Planning & Highways Committee Terms of Reference to be carried out by the Committee and presented to Full Council for approval at the next meeting (subject to Item 9.2 decision)

10. Standing Orders & Financial Regulations

10.1 **Proposal:** To adopt the Council's Standing Orders for the 2023/24 term (revisions to Section 18)

10.2 **Proposal:** To adopt the Council's Financial Regulations for the 2023/24 term (no revisions)

11. **Review of members representation on or work with external bodies and any arrangements for reporting to Council**

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- 12. Register of Councillors' Interests** – to confirm that Councillors' ROI forms are current and to advise Clerk if updates are required
- 13. Year End Accounts 2022/2023** (*Clerk as RFO*)
 - 13.1 To retrospectively note payments for March 2023
 - 13.2 **Proposal:** To approve Year End Accounts for 2022/23
- 14. Annual Governance and Accountability Return 2022/2023** (*Clerk as RFO*)
 - 14.1 **Proposal:** To approve Annual Internal Audit Report 2022/23 (detailed auditor report & page 3)
 - 14.2 **Proposal:** To approve Section 1 – Annual Governance Statement 2022/23 (page 4)
 - 14.3 **Proposal:** To approve Section 2 – Accounting Statements 2022/23 (page 5)
- 15. Financial Report** (*Clerk as RFO*)
 - 15.1 Balance in Bank as at 30-04-23
 - 15.2 To retrospectively note payments for April 2023
 - 15.3 **Proposal:** to accept Finance Reports to April 2023
- 16. S137 Grants**
 - 16.1 **Proposal:** To consider approval of grant application from Multiple Sclerosis Therapy Centre for £608
 - 16.2 **Proposal:** To consider approval grant application from Stockcross School PTFA for £500
 - 16.3 **Proposal:** To consider approval grant application from Speen Community Café for £847.50
- 17. Development**
 - 17.1 Parish Improvement Plan – update from 2022/23 Working Party
 - 17.2 **Proposal:** To consider and resolve membership of Improvements Plan Working Party for 2023/24
- 18. B4000 Pavement** - update from Cllr Phillips
- 19. The Rising Sun Stockcross** – update from Cllr Phillips
- 20. Stockcross Post Office Closure** – update from Cllr Amirtharaj
- 21. Ordinary Full Council Meeting Dates 2023/24 and Annual Council Meeting Date 2024/25**
 - To agree Ordinary Full Council meeting dates for 2023/24
 - To agree Annual Council Meeting for 2024/25 be set as Wednesday 22nd May 2024
- 22. Matters for information only considered as urgent arising after the preparation of this Agenda which the Chair agrees to take**
- 23. Date of Next Meeting:** TBC