

AGENDA

You are summoned to the Annual Meeting of the Parish Council to be held on Monday 15th May 2023 at Leysters Parish hall to follow on after the conclusion of the Open Meetings at 7.30pm

- 1 Election of Chairman**
The chairman must sign their acceptance of office form
- 2 Acceptance of Office**
All councillors must sign their acceptance of office forms.
- 3 Notice of Registrable Interests**
All councillors are to complete new Registrable Interest forms by the 30th May 2023 which the clerk will mail to Herefordshire Council.
- 4 Code of Conduct** – councillors are reminded that they have already adopted and signed the LGA Code of Conduct 2020. A copy of this is available on our website and also from the clerk.
- 5 Election expenses**
Councillors are reminded that they must submit a declaration of expenses within 28 days of the election to Herefordshire Council, even if no expenses were incurred. Substantial fines can be imposed if the declaration is not submitted.
- 6 Apologies for Absence**
- 7 Election of Officers**
Vice Chairman
Footpath Officer/ Tree Warden
- 8 Declaration of Interests now or at any time during the meeting.**
- 9 Financial Report (Clerk)**
 - a) Review of Risk Assessment to be carried out.
 - b) Annual Governance Statement –to be read and approved by councillors. Copies supplied prior to the meeting.

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c) The internal audit has been carried out by Mr T Merrick who is satisfied with the accounts and all accounting procedures and associated risk management.

d) Copies of the year-end accounts (already signed and dated by the RFO) supplied to all councillors prior to the meeting for consideration. If thought to be a fair and accurate record, they can be approved, adopted and signed by the chair of the meeting.

e) The certificate of exemption is to be approved by the meeting.

f) The clerk is to set the commencement date for the exercise of public rights. The Notice of Public Rights & Publication of the Unaudited Annual Governance & Accountability Return and Sections 1 & 2 of the approved AGAR must be made available to the public on the parish council website. 'Local authority accounts: a summary of your rights' must also be published alongside

The clerk and the chairman are to sign all the necessary accounting documents following the meeting.

Balance Current A/C	4784.84
Balance Reserve A/C	496.22

Monies received since last meeting

½ yearly Precept	2250.00
Interest	0.81
VAT reclaimed for 2022/23	186.64

Payments paid since the last meeting

Parish clerk's salary 28/11/22 to 29/1/23 inc 3 hrs holiday	406.25
HMRC Tax due	25.00
Expenses	8.99
HALC	502.69

Requests for Payment

Parish clerk's salary 30/01/23 to 26/03/23	311.40
HMRC Tax due	38.60
Expenses	19.00
Parish Council insurance – Zurich	286.98
Hire of hall 2022/23	63.00

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The end of year submissions to HMRC have been completed. Employers Annual Return forms have been sent electronically and a P60 generated for the clerk.

10 Charities Reports

Leysters
Middleton on the Hill

11 Donations

Donations are permitted under Section 37 of the LGA 1972. Expenditure must benefit some or all parishioners and expenditure must be commensurate with the number of parishioners who benefit.
Requests received this year are from the parish magazine 'Roundabout our Communities'

12 Minutes of the last meeting 13th March 2023 to be confirmed.

13 Matters Arising

14 Parish Matters Arising

- a) Balfour Beatty – grass cutting information
- b) Elan city – speed sign prices
- c) Locality steward – Natasha Jackson
- d) Coronation mugs – arrangements for distribution
- e) Uncontested election – estimated costs are between £120 and £200

15 Any other items received after agenda mailed out

16 Planning

Applications Received

Lower Pool Farm – agricultural steel frame shed.
Approval not required.

17 Any other Business

18 Other items for perusal – on the table

Clerks and Councils Direct

19 Date of next meeting

20 Herefordshire Councillor's Report – Cllr J Stone

A handwritten signature in black ink, appearing to be 'J Stone', written in a cursive style.