

AGENDA

You are summoned to the Annual Meeting of the Parish Council to be held on Monday 13th May 2024 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 Apologies for Absence**
- 3 Declaration of Interests now or at any time during the meeting.**
- 4 Election of Officers**
Vice Chairman
Footpath Officer/ Tree Warden
- 5 Notice of Registrable interest** – all councillors are reminded to update their Notice of Registrable Interests if necessary. New forms can be obtained from the clerk.
- 6 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.
 - 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 &

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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	5590.11
Balance Reserve A/C	503.16

Monies received since last meeting

½ yearly Precept	2375.00
Interest	1.80
Lengthsman Grant	850.00
Lengthsman Grant	725.00
VAT reclaimed for 2023/24	159.71
HALC Refund	111.78

Payments paid since the last meeting

Parish Clerks salary 04/12/23 to 28/01/24	333.80
Clerk's Expenses	18.75
HMRC Tax due	44.20
Lengthsman Invoice January	425.00
Lengthsman Invoice February	425.00

Requests for Payment

Parish clerk's salary 29/01/24 to 31/03/24 inc 3 hours holiday	343.25
HMRC Tax due	82.00
Expenses	4.80
B Pearson – Lengthsman invoice for March	425.00
B Pearson – Lengthsman invoice for extra work at Great Heath area	300.00
Parish Council insurance – Zurich	286.98
Hire of hall 2023/24	63.00

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.

Bank statements to be checked by a councillor.

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Financial Regulations – NALC have issued new model financial regulations. The clerk has adapted these to suit this parish council. Councillors are asked to consider and adopt them. If adopted the clerk will publish them on the website.

7 Charities Reports

Leysters
Middleton on the Hill

8 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' and Leominster Shopmobility.

Our November budget allowed for £450 for donations in 2024.

9 Minutes of the last meeting 11th March 2024 to be confirmed.

10 Matters Arising

Lengthsman scheme – funding from Herefordshire Council has been increased. We are now able to claim £2868 for the year, in light of this it was decided not to apply to match fund the scheme. The clerk has also submitted an expression of interest in a new Local Drainage scheme. It is hoped that we will be able to apply for additional funding.

11 Parish Matters Arising

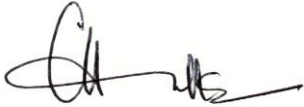
a) Official portrait of King Charles – parish councils were invited to apply for this free official portrait for use in public buildings.

b) Councillors code of conduct – guidance on treating others with respect. At Herefordshire Council a significant proportion of complaints considered by the Monitoring Officer include an allegation of disrespect.

12 Any other items received after agenda mailed out

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- 13 Planning**
Applications Received
Old School House – change of use from agricultural land to residential garden. No objection.
- 14 Any other Business**
- 15 Other items for perusal – on the table**
Clerks and Councils Direct
- 16 Dates of 2024/25 meetings to be set**
The clerk is to publish the dates on the website
- 17 Herefordshire Councillor's Report – Cllr J Stone**

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