

**ANNUAL MEETING OF SHALDEN PARISH COUNCIL
TO BE HELD TUESDAY 23RD MAY 2023 AT 7:30PM**

Dear Councillor, You are hereby summoned to a meeting of Shalden Parish Council for the transaction of business set out below. This meeting is being held at Shalden Village Hall.



Katherine Horton, Clerk to the Council
16th May 2023

AGENDA

- 1) Welcome**
- 2) Apologies for Absence**
- 3) Acceptance of Office.** Further to the 2023 Parish Council elections, to confirm that the Councillors for Shalden Parish Council have completed the required paperwork: Acceptance of Office and Register of Interests
- 4) Appointment to Committee roles**
 - a) Appointment of Chair and signature of Acceptance of Office
 - b) To agree whether the Council wish to appoint a Vice Chair and if so to complete this appointment and the verbal declarations of Acceptance of Office
 - c) Appointment of Footpaths Officer and Village Hall Representative with verbal declarations of Acceptance of Office
- 5) Declarations of Interest.** Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary or personal interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses & votes on the matter
- 6) Approval of Minutes**
 - a) Parish Council Meeting held on 25th January 2023
- 7) Parish Council Finances/Administration**
 - a) Financial summary for January to March 2023.
 - b) Financial summary from April to May 2023 and in addition:
 - i) Notification of Payments made under Item 14 of the Financial Regulations since the last meeting
 - ii) Notification/authorisation of other payments
 - iii) Banking Signatories. To confirm that the new Councillors should be set up as signatories on the PC bank account
 - c) Internal Audit report
 - i) To receive and accept the completed report having reviewed any recommendations and agreed any actions to address them.
 - d) To review and then accept the following policies/documents for 2023/24:
 - i) Standing Orders for 2023/24
 - ii) Asset Register for 2023/24
 - iii) Financial Regulations for 2023/24
 - iv) Statement of Internal Control 2023/24
 - v) SPC Risk Analysis 2023/24
 - vi) EHDC Councillor Code of Conduct

- e) Having accepted the Internal Audit report and supporting papers, to approve the External Audit requirements for 2022/23:
 - i) Section One. The Annual Governance Statement
 - ii) Section Two. The Accounting Statements
 - iii) The AGAR Certificate of Exemption

8) Public forum: Adjournment of the meeting for 10 minutes to allow the public to raise questions

9) Report from County Councillor Kemp-Gee

10) Report from District Councillor Costigan

11) On going projects/open actions:

a) Recreation Ground and Alton Football Club

- i) To note the end of the current contract
- ii) To agree whether to renew a contract for 23/24 and the terms of this contract
- iii) To consider a request from AFC to maintain the grounds during the period between contracts

b) Insurance claim - to receive an update provided by the Village Hall Committee

12) Items for next agenda

13) Date of next meeting – TBC

Katherine Horton (Clerk)
16th May 2023