

Telephone 07725 843 505

Email Clerk@ninfieldpc.co.uk

Website <http://www.ninfieldpc.co.uk/community/ninfield-parish-council-15069/home>

10/05/2024

**I hereby give you notice that you are summoned to attend the Annual Meeting of the Parish Council on Thursday 16<sup>th</sup> May 2024 at 18:30 at Ninfield Methodist Hall when it is proposed to transact the following business.**

**Signed**

Jackie Scarff, Clerk & RFO

### **Public Questions:**

In accordance with standing orders **ten minutes** are available for the Public to express a view or ask a question on **relevant matters on the following agenda.**

Members of the public are welcome and encouraged to stay and observe the rest of the meeting.

### **BUSINESS TO BE TRANSACTED**

- 1. The Chair to take the chair and announce first business to be the election of Chair of the council for the year.**  
To receive nominations  
If there is only one nomination the vice chair to put that nomination to the meeting.  
The Vice chair to declare the election of the Chairman.
- 2. The Chair to read and sign the declaration of acceptance of office.**
- 3. The Chair to announce the election of Vice Chair of the council for the year.**  
To receive nominations  
If there is only one nomination the vice chair to put that nomination to the meeting.  
The Chair to declare the election of the Vice Chair.
- 4. The Vice Chair to read and sign the declaration of acceptance of office.**
- 5. To receive the declarations of acceptance of office and electronic summons permission.**
- 6. To receive apologies** and reasons for absence in accordance with the Local Government Act 1972 (S 85 (1)).
- 7. Disclosure of Interests**  
In accordance with the Localism Act 2011 to receive any disclosure by Members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the Revised Code of Members Conduct

To consider granting any dispensations.

Any changes to register of interests should be notified to the clerk immediately.

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**8. Exclusion of the Public**

To exclude the public for a particular agenda item the following resolution must be passed. 'Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature or other special reason (to be specified) of the business to be transacted.'

**9. Minutes of previous meeting** to be agreed and signed as a true record

Full Council Meeting 18<sup>th</sup> April 2024

**10. a In accordance with Standing Order 5jix to receive, for adoption the updated Standing Orders and Financial Regulations (also 18b)**

**b In accordance with Standing Order 5jix to receive, for adoption the updated Risk assessment.**

**c In accordance with Standing Order 5jix to receive, for adoption the updated Code of Conduct.**

**d In accordance with Standing Order 5jv to agree the council's scheme of delegation.**

**In accordance with Standing Order 5jv to confirm the arrangements for insurance in respect of all insurable risks.**

**11. In accordance with Standing Order 4e the following committees be constituted for the year 2024/25**

The Highways Safety and Verges Committee – quarterly

The Planning Committee – as required

The Boundary Committee – as required

The Staffing Committee – once per year

Neighbourhood Plan Steering group (working party)

The chair of each committee will be voted in at the first meeting of the committee.

**Representative for external groups.**

**In accordance with Standing Order 5jxi to agree that the arrangement for reporting back be through parish councillor reports at full council meetings.**

ESALC

WDALC

WDC Southeast Parish Cluster

WDC Parish Panel Meeting

**12. In accordance with Standing Order 5jvi to delegate to the relevant committee a review of their terms of reference.**

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- 13. In accordance with Standing Order 5jxxi to determine the time and place of meetings of the council including the next annual meeting of the council.**
- 14. Finance**
  - a In accordance with Standing order 18aiii to receive the report from the internal auditor and agree any actions required.**
  - b To consider the approval of the annual governance statement**
  - c To consider the approval of the accounting statement for the year ended 31<sup>st</sup> March 2024 in the Annual Governance and Accountability return.**
  - d To confirm the arranged direct debits and bank standing order payments.**
  - e To receive the asset register for approval.**
  - f To present for approval the payments for the month.**
- 15. To request permission to buy a replacement laptop for the Parish Council.**
- 16. To agree a date for the 2025 Annual Parish Meeting – The Heart of Ninfield**
- 17. Communication**

**Correspondence – to note for possible inclusion on next agenda.**

Circulation to all Councillors.

*In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record.*

*Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.*