

To the Members of **MICHAELSTOW PARISH COUNCIL**. You are this day, Friday 31.03.23, summoned to attend the Parish Council Meeting below at 7.30pm on Thursday, April 6th, 2023 at the conference facilities at Tregawn Farm, Michaelstow.

Should any members of the public wish to speak during the public session of this meeting please let the clerk know in advance via email: michaelstowparish@gmail.com . 1 of 2



Michaelstow Parish Council Meeting Agenda Annual General Meeting

1. Public Session. Financial Report. Chair's Annual Report.

2. Parish Council Members declaration of interest

3. Apologies for non-attendance:

4. Minutes: to approve the Minutes of the previous Parish Council Meeting held on March 2nd 2023: [<http://www.parish-council.com/michaelstow/documents/currentyearminutes/minsmar23.pdf>]

5. Matters Arising from the above minutes:

- planning control issue
- footpath way markers
- defibrillator in the parish
- planning for King's Coronation event May 8th
- letter concerning bikers on the B3266

6. Applications / Planning Matters:

PA23/01990: Application for Lawful Development Certificate, Land East of Little Orchard, Maswell Lane, St Teath –> by 12th April

6a. Planning applications received after publication of agenda.

7. Accounts: Financial Matters

a. Bank Balance: Feb 27 2023: **£2600.44** [awaiting March statement]

b. Invoices:

clerks monthly salary paid in arrears by SO	£ 409.92
clerk annual office expenses	£ 248.99
ICO GDPR payment	£ 40
Annual rent payment for conference room for meetings	£ 260

c. audit: The internal auditor's questionnaire and the provisional annual accounts are completed and she has selected sample invoices and bank statements to be sent along with the final March 23 figure. The parish council need to approve:

- the internal auditor's questionnaire reply
- presentation and verification of the annual accounts
- the Financial Risk Assessment documentation
- risk assessment on the parish council assets list
- that the council have voted agree to exemption from external audit

the above documents can be accessed on this link:

<http://www.parish-council.com/michaelstow/index.asp?pageid=707424>

8. LMP & parish maintenance: The purchase order number for the LMP precept from Cormac has been issued [£315.21].

9. Community: Network / Correspondence:

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10. Parish Matters & AOB:

a) Register of Housing Need for Michaelstow – held over pending Cllr. Fairman attendance

11. Date of next Meeting: May 4th 2023:

12. To Close the meeting:

Meeting dates for 2023: May 4, June 1, July 6, August 3, September 7, October 5, November 2, December 7 December 14th