

## AVENBURY PARISH COUNCIL

Parish Councillors are summoned to attend the Annual Meeting of the Parish Council on Tuesday 21<sup>st</sup> May 2024 at 7pm in the Public Hall, Bromyard

### AGENDA

#### 1. ELECTION OF CHAIRMAN

- 1.2 The new Chairman to sign the Declaration of Acceptance of Office.

#### 2. ELECTION OF VICE CHAIRMAN

- 2.2 To elect a Vice-Chairman.

#### 3. APOLOGIES

- 3.1 To receive apologies for absence.

#### 4. DECLARATIONS OF INTEREST

- 4.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.
- 4.2 To declare any Disclosable Pecuniary Interests (DPI) and other interests in items on the agenda as required by the Parish Council's Code of Conduct for Members and by the Localism Act 2011. Requests for dispensations must be made in writing, addressed to the Clerk, and received as soon as possible before the meeting. Failure to register or declare a DPI may result in the commission of a criminal offence.

#### 5. MINUTES OF THE PREVIOUS MEETING

- 5.1 To approve the Minutes of the meeting held on 26<sup>th</sup> March 2024.

#### 6. WARD COUNCILLOR

- 6.1 To receive a brief report from Ward Councillor Ellie Chowns.

#### 7. PUBLIC SESSION

- 7.1 Public questions for parishioners – n.b., time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.

#### 8. POLICIES AND PROCEDURES

- 8.1 Review of the council's policies, procedures, and practices.
  - a. Standing Orders
  - b. Code of Conduct
  - c. New Financial Regulations
  - d. Risk Register
  - e. Scheme of Delegation – to RESOLVE to adopt this scheme.
  - f. Online payment procedure

#### 9. ASSET REGISTER

- 9.1 Review of asset register.

#### 10. FINANCE

- 10.1 To approve invoices for payment - two Councillors to sign.
- 10.2 To receive and note latest bank statements, spend against budget, bank reconciliation from 1<sup>st</sup> April to 20<sup>th</sup> May 2024, and a list of receipts and payments.

- 10.3 To consider closing the current and reserves account with NatWest and opening two new accounts with Lloyds Bank.
- 10.4 To review bank signatories.
- 11. PARISH COUNCIL INSURANCE**
- 11.1 To review the current insurance policy and consider any changes.
- 12. CONSULTATION**
- 11.1 [Local Transport Consultation](#) – to consider a response to this consultation.
- 13. HIGHWAYS / FOOTPATHS / TRAFFIC**
- 13.1 To consider any issues to report to Herefordshire Council.
- 14. INFORMATION AND CORRESPONDENCE**
- 13.1 To note any information & correspondence received.
- a. West Mercia Police - Economic Crime Unit - Fraud & Scam Bulletin.
  - b. Great Collaboration Herefordshire – May Newsletter.
  - c. Herefordshire Street Works Report W/C 13.05.2024.
  - d. Bi - monthly face to face briefing in Thorn Depot – 12pm on Tuesday 18<sup>th</sup> June.
  - e. HALC – Training Schedule – May to August 2024.
  - f. Locality Briefing.
- 15. DATE OF THE NEXT ORDINARY MEETING** – 16<sup>th</sup> July, the Public Hall, Bromyard at 7pm.

Jennifer Eva, Clerk to the Council  
15<sup>th</sup> May 2024