KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr P S Heggie

Clerk: Allan Dawes, Hillcrest, Cannon Field, Roadhead, CA6 6NB
Phone: 01697 748788 Email: clerk@kirkbamptonweb.co.uk

Dear Councillor

You are summoned to the Annual Meeting of Kirkbampton Parish Council, to be held on:

Friday 12th May 2023 in Kirkbampton Village Hall.
The meeting will commence directly after the Annual Parish Meeting, which will begin at 6.00pm.

Allan Dawes **Clerk & Responsible Financial Officer**

Agenda

1. **Election of Chairman for the Council Year 2023/24**
   The successful nominee will sign the Declaration of Acceptance of Office

2. **Appointment of Vice-Chairman**

3. **Apologies for Absence**
   To receive written apologies and approve reasons for absence

4. **Declarations of Interest and Request for Dispensations**
   4.1 The Clerk to receive completed Declarations of Interest forms from Council members.

   4.2 Receive declarations by members of interests in respect of items on this agenda

5. **Minutes of the meeting of the Parish Council held on 13th March 2023**
   To resolve to authorise the Chairman to sign to approve the accuracy of the minutes.

6. **Public Participation**
   In accordance with Standing Order 3e the Chairman will, at their discretion:

   6.1 Invite members of the public to address the meeting in relation to the business to be transacted at this meeting

   6.2 Receive reports from Unitary Authority Councillor

7. **Administrative and Village Matters**
   7.1 Little Bampton Village Green
   Councilor Rudd give update on goal posts

   7.2 Update regarding request for enquiry into Play Area at Little Bampton

   7.3 King's Coronation
   To receive an update regarding events held to celebrate the event

7.4 Programme of Meetings

To agree the calendar of meeting dates for the council year 2023/24

- Monday 10 July 2023
- Monday 11 September 2023
- Monday 13 November 2023
- Monday 8 January 2024
- Monday 11 March 2024
- Monday *13 May* 2024 *(New Council Year)*

7.5 Review of Policies and Procedures

To consider the review undertaken by the clerk of the Council's Standing Orders, Financial Regulations, Complaint's procedure; procedures and practices in respect of Freedom of Information and data protection legislation; and policy for dealing with the press/media and to agree no changes are recommended at this time

7.6 Parish Council Website

Update from Clerk and Councillor Edgar

8. Highways Matters

8.1 Updates & New Matters

To consider any updates available on previously reported issues and to bring to the attention of the Clerk any new issues to report

9. Finance Matters

9.1 To ratify payment of invoices/authorise payment asper schedule presented at the meeting and to reconcile the balance at bank

9.2 Receipts

To note the receipt of the first precept payment

9.3 Internet Banking

To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue

10. Annual Governance and Accountability Return 2022/23

10.1 Internal Auditors Report

To consider accepting the end of year internal auditors report for the financial year 2022/23

10.2 Certificate of Exemption

To resolve that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to authorise the Chairman to sign and the RFO to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023.

10.3 Annual Governance Statement

To approve the Annual Governance Statement 2022/23 and authorise the Chairman to sign the Annual return.

10.4 Accounting Statements

To approve Accounting Statements 2022/23 and authorise the Chairman to sign the annual return.

11. Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents

Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council.

12. Date of Next Meeting

To resolve that the next meeting of the Parish Council will be held in Kirkbampton Village Hall on Monday 10th July at 7.30pm.